



User Manual

Please Read Before Proceeding

THE BATTERY IS NOT CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

DO NOT REMOVE THE BATTERY PACK WHEN THE DEVICE IS CHARGING.

YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE DEVICE'S OUTER CASING.

PRIVACY RESTRICTIONS

Some countries require full disclosure of recorded telephone conversations, and stipulate that you must inform the person with whom you are speaking that the conversation is being recorded. Always obey the relevant laws and regulations of your country when using the recording feature of your Pocket PC Phone.

INTELLECTUAL PROPERTY RIGHT INFORMATION

Copyright © 2007 T-Mobile. All Rights Reserved.

T-Mobile, HotSpot and the HotSpot design are federally registered trademarks, and the color magenta is a trademark, and t-zones is a service mark, of Deutsche Telekom AG. Wing is a trademark, myFaves and the myFaves design are service marks, of T-Mobile USA, Inc.

Microsoft, MS-DOS, Windows, Windows NT, Windows Server, Windows Mobile, Windows XP, Windows Vista, ActiveSync, Windows Mobile Device Center, Internet Explorer, Windows Live, MSN, Hotmail, Outlook, Excel, PowerPoint, Word, and Windows Media are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Bluetooth and the Bluetooth logo are trademarks owned by Bluetooth SIG, Inc.

Wi-Fi is a registered trademark of the Wireless Fidelity Alliance, Inc.

microSD is a trademark of SD Card Association.

Java, J2ME and all other Java-based marks are trademarks or registered trademarks of Sun Microsystems, Inc. in the United States and other countries.

Copyright © 2007, Adobe Systems Incorporated.

Copyright © 2007, Macromedia Netherlands, B.V.

Macromedia, Flash, Macromedia Flash, Macromedia Flash Lite and Reader are trademarks and/or registered trademarks of Macromedia Netherlands, B.V. or Adobe Systems Incorporated.

Copyright © 2007, JATAAYU SOFTWARE (P) LTD. All Rights Reserved.

Copyright © 2007, Dilithium Networks, Inc. All Rights Reserved.

Copyright © 2007, Tao Group Limited. All Rights Reserved.

ArcSoft MMS Composer™ Copyright © 2003-2007, ArcSoft, Inc. and its licensors. All Rights Reserved. ArcSoft and the ArcSoft logo are registered trademarks of ArcSoft, Inc. in the United States and/or other countries.

All other company, product and service names mentioned herein are trademarks, registered trademarks or service marks of their respective owners.

T-Mobile shall not be liable for technical or editorial errors or omissions contained herein, nor for incidental or consequential damages resulting from furnishing this material. The information is provided "as is" without warranty of any kind and is subject to change without notice. T-Mobile also reserves the right to revise the content of this document at any time without prior notice.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or storing in a retrieval system, or translated into any language in any form without prior written permission of T-Mobile.

Important Health Information and Safety Precautions

When using this product, the safety precautions below must be taken to avoid possible legal liabilities and damages.

Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment, observe the following precautions.

ELECTRICAL SAFETY

This product is intended for use when supplied with power from the designated battery or power supply unit. Other usage may be dangerous and will invalidate any approval given to this product.

SAFETY PRECAUTIONS FOR PROPER GROUNDING INSTALLATION

CAUTION: Connecting to an improperly grounded equipment can result in an electric shock to your device.

This product is equipped with a USB cable for connecting the product to a desktop or notebook computer. Be sure your computer is properly grounded (earthed) before connecting the product to the computer. The power supply cord of a desktop or notebook computer has an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet which is properly installed and grounded in accordance with all local codes and ordinances.

SAFETY PRECAUTIONS FOR POWER SUPPLY UNIT

- **Use the correct external power source**

A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.

- **Handle battery packs carefully**

This product contains a Li-ion Polymer battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60°C (140°F).



WARNING: Danger of explosion if battery is incorrectly replaced. To reduce risk of fire or burns, do not disassemble, crush, puncture, short external contacts, expose to temperature above 60°C (140°F), or dispose of in fire or water. Replace only with specified batteries. Recycle or dispose of used batteries according to the local regulations or reference guide supplied with your product.



SAFETY PRECAUTIONS FOR DIRECT SUNLIGHT

Keep this product away from excessive moisture and extreme temperatures. Do not leave the product or its battery inside a vehicle or in places where the temperature may exceed 60°C (140°F), such as on a car dashboard, window sill, or behind a glass that is exposed to direct sunlight or strong ultraviolet light for extended periods of time. This may damage the product, overheat the battery, or pose a risk to the vehicle.

PREVENTION OF HEARING LOSS

CAUTION: Permanent hearing loss may occur if earphones or headphones are used at high volume for prolonged periods of time.

SAFETY IN AIRCRAFTS

Due to the possible interference caused by this product to an aircraft's navigation system and its communications network, using this device's phone function on board an airplane is against the law in most countries. If you want to use this device when on board an aircraft, remember to turn off the phone by switching to Flight Mode.

ENVIRONMENT RESTRICTIONS

Do not use this product in gas stations, fuel depots, chemical plants or where blasting operations are in progress, or in potentially explosive atmospheres such as fuelling areas, fuel storehouses, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Please be aware that sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

EXPLOSIVE ATMOSPHERES

When in any area with a potentially explosive atmosphere or where flammable materials exist, the product should be turned off and the user should obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Users are advised not to use the equipment at refueling points such as service or gas stations, and are reminded of the need to observe restrictions on the use of radio equipment in fuel depots, chemical plants, or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. These include fueling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

ROAD SAFETY

In some states or local jurisdictions, vehicle drivers in motion are not permitted to use telephony services with handheld devices, except in the case of emergency. In some countries outside the US, using hands-free devices as an alternative is allowed.

SAFETY PRECAUTIONS FOR RF EXPOSURE

- Avoid using your device near metal structures (for example, the steel frame of a building).
- Avoid using your device near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Use only original manufacturer-approved accessories, or accessories that do not contain any metal.
- Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics.

If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn the phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

HEARING AIDS

Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

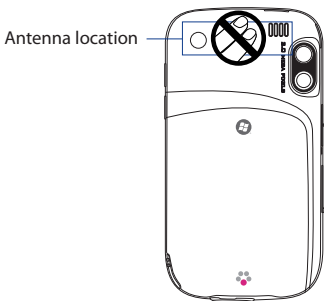
NONIONIZING RADIATION

Your device has an internal antenna. This product should be operated in its normal-use position to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

Use only the supplied integral antenna. Use of unauthorized or modified antennas may impair call quality and damage the phone, causing loss of performance and SAR levels exceeding the recommended limits as well as result in non-compliance with local regulatory requirements in your country.

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards, always use your device only in its normal-use position. Do not touch or hold the antenna area unnecessarily when placing or receiving a phone call. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the

antenna area when the phone is IN USE optimizes the antenna performance and the battery life.



GENERAL PRECAUTIONS

- **Heed service markings**

Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside these compartments should be done by an authorized service technician or provider.

- **Damage requiring service**

Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:

- Liquid has been spilled or an object has fallen into the product.
- The product has been exposed to rain or water.
- The product has been dropped or damaged.
- There are noticeable signs of overheating.
- The product does not operate normally when you follow the operating instructions.

- **Avoid hot areas**

The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including, but limited to, amplifiers) that produce heat.

- **Avoid wet areas**

Never use the product in a wet location.

- **Avoid using your device after a dramatic change in temperature**

When you move your device between environments with very different temperature and/or humidity ranges, condensation may form on or within the device. To avoid damaging the device, allow sufficient time for the moisture to evaporate before using the device.

NOTE: When taking the device from low-temperature conditions into a warmer environment or from high-temperature conditions into a cooler environment, allow the device to acclimate to room temperature before turning on the power.

- **Avoid pushing objects into product**

Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.

- **Mounting accessories**

Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.

- **Avoid unstable mounting**

Do not place the product with an unstable base.

- **Use product with approved equipment**

This product should be used only with personal computers and options identified as suitable for use with your equipment.

- **Adjust the volume**

Turn down the volume before using headphones or other audio devices.

- **Cleaning**

Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean the LCD screen.

Contents

Welcome to T-Mobile	19
Introduction	20
T-Mobile Services and Applications	21
Voice/Phone.....	21
Voicemail.....	22
E-mail.....	22
Messaging	22
T-Mobile® myFaves SM	23
T-Mobile HotSpot.....	23
International Service.....	24
Activating Service	24
 Chapter 1 Getting Started	 27
1.1 Getting to Know Your T-Mobile Wing and Accessories.....	28
1.2 Installing the SIM Card and Battery	32
Charge the battery	34
1.3 Installing a Storage Card	35
1.4 Starting Up	36
Turn your device on and off	36
Switch your device to Sleep mode	36
Calibrate the device	36
Manage screen settings.....	37
Check battery power	37
1.5 Today Screen.....	38
1.6 Status Icons	39
1.7 Start Menu	42
1.8 Closing Programs	42
1.9 Using the Music Player	44
Playback controls.....	44

1.10 Programs.....	45
1.11 Settings	48
Personal tab	48
System tab	49
Connections tab	51

Chapter 2 Entering and Searching Information **53**

2.1 Using the Hardware Keyboard	54
Keystrokes for entering text.....	54
Keyboard shortcuts	55
2.2 Entering Information	56
2.3 Using the On-screen Keyboard	57
2.4 Using Letter Recognizer.....	57
2.5 Using Block Recognizer.....	58
2.6 Using Transcriber.....	58
2.7 Using Symbol Pad	60
2.8 Using Notes to Draw, Write and Record Voice Notes	61
2.9 Searching Information	61

Chapter 3 Using Phone Features **63**

3.1 Using the Phone	64
The Phone screen.....	64
Turn the phone function on and off	64
Adjust the device volume	65
3.2 Making a Call	66
Make a call from Phone	66
Make a call from Contacts.....	66
Make a call from Call History.....	67
One-touch Speed Dial.....	67
Make a call from SIM Manager	68
3.3 Receiving a Call	68

3.4 Smart Dialing.....	70
Use Smart Dialing	70
Tips on using Smart Dialing	71
Make a call or send a text message using Smart Dialing....	72
Set up Smart Dialing.....	73
3.5 Additional Dialing Information.....	73
Make an emergency call.....	73
Make an international call	73

Chapter 4 Setting Up Your T-Mobile Wing 75

4.1 Basic Settings.....	76
Owner information.....	76
Time and date	76
Regional settings.....	77
4.2 Personalizing the Today Screen	77
Customize the Start menu.....	79
4.3 Customizing Phone Settings and Services	79
Ring tone settings.....	79
Keypad tone.....	80
Phone services	80
4.4 Protecting Your Device.....	81
Protect your SIM card with a PIN	81
Protect your device with a password.....	81
4.5 Other Settings	82
Device name	82
Display settings	83
Button settings	83
Word completion options.....	84
Keyboard sound	84
Alarms and notifications	85

Chapter 5 Synchronizing Information With Your Computer	87
5.1 About Synchronization	88
Ways to synchronize	88
5.2 Setting Up Windows Mobile® Device Center on Windows Vista	89
Set up synchronization in Windows Mobile Device Center	89
Use Windows Mobile® Device Center	90
5.3 Setting Up ActiveSync® on Windows XP	91
Install ActiveSync	91
Set up synchronization in ActiveSync	92
5.4 Synchronizing With Your Computer	92
Start and stop synchronization	92
Change which information is synchronized	93
Troubleshooting sync connection problems	94
5.5 Synchronizing via Bluetooth	94
5.6 Synchronizing Music and Video	95
 Chapter 6 Organizing Contacts, Appointments, Tasks, and Other Information	 97
6.1 Managing Your Phonebook	98
6.2 Contacts	98
Add new contacts	99
Organize and search	100
Share contact information	102
6.3 SIM Manager	103
6.4 T-Mobile® myFaves SM	105
myFaves on the Today screen	105
myFaves program	105
Add myFaves contacts	106
Call and send messages	107

6.5	Calendar	108
	Create appointments.....	108
	View appointments	109
	Send appointments	110
6.6	Tasks.....	111
6.7	Notes.....	113
	Enter information in Notes	113
	Record a voice note.....	115
6.8	Voice Notes.....	116

Chapter 7 Exchanging Messages 119

7.1	Messaging.....	120
7.2	Text Messages	121
	Send text messages	121
	Receive text messages	122
	Copy text messages from and to the SIM card.....	122
7.3	Picture Messages.....	123
	Create and send picture messages.....	123
	View and reply picture messages.....	126
7.4	Set Up E-Mail.....	127
7.5	Using E-mail	129
	Create and send messages	129
	Filter the Inbox message list	129
	View and reply to messages.....	130
	Download messages.....	132
	Customize e-mail settings	133
7.6	Using Keyboard Shortcuts	135

Chapter 8 Working With Company E-mails and Meeting	137
Appointments	137
8.1 Synchronizing Your Device with the Exchange Server	138
Set up an Exchange Server connection from	
your device	138
Set up an Exchange Server connection from your PC	140
Start synchronization	143
8.2 Working With Company E-mails	144
Automatic synchronization through Direct Push	144
Scheduled synchronization	145
Instant download through Fetch Mail	146
Search for e-mails on the Exchange Server	146
Flag your messages	147
Out-of-office auto-reply	148
View a document linked to an e-mail message	148
8.3 Managing Meeting Requests	149
8.4 Finding Contacts in the Company Directory	150
8.5 E-mail Security	152
Set permissions on an e-mail message	155
Chapter 9 Using Windows Live	157
9.1 Windows Live™	158
Set up Windows Live	158
The Windows Live interface	159
Live Search Bar	160
9.2 Windows Live Messenger	162
Launch the messenger and sign in	162
Add Windows Live contacts	163
Send instant messages	164
Personalize the messenger	165

9.3	Windows Live™ Search	166
9.4	Sending Photos to Your Windows Live Space.....	167

Chapter 10 Working With Documents and Files 169

10.1	Microsoft® Office Word Mobile.....	170
10.2	Microsoft® Office Excel Mobile.....	171
10.3	Microsoft® Office PowerPoint Mobile	172
10.4	Adobe® Reader® LE.....	173
10.5	Copying and Managing Files	175
	Copying files using Windows Mobile® Device Center or ActiveSync	175
	Use File Explorer	176
	Store files to a storage card	176
10.6	ZIP	177
	Start ZIP and Open .zip files	177

Chapter 11 Getting Connected 179

11.1	Using Comm Manager	180
11.2	Ways of Connecting to the Internet	181
11.3	Wi-Fi	181
	Turn Wi-Fi on and off.....	181
	Connect to T-Mobile HotSpot.....	182
	Connect to other wireless networks	184
11.4	GPRS/EDGE	186
11.5	Dial-up and Other Connections.....	188
	Dial-up	188
	Work network connections	188
11.6	Starting a Data Connection.....	189
11.7	Internet Explorer® Mobile	190
11.8	Using Your Device as a Modem (Internet Sharing)	192

11.9 Bluetooth	194
Bluetooth modes	194
Bluetooth partnerships.....	195
Connect a Bluetooth hands-free or stereo headset	196
Beam information using Bluetooth.....	197
Bluetooth Explorer and Bluetooth file sharing	199
Use another Bluetooth phone as a modem.....	200

Chapter 12 Experiencing Multimedia **201**

12.1 Camera.....	202
Capture modes	202
Camera controls	203
On-screen controls and indicators.....	204
Zooming.....	206
The Review screen	207
Camera settings.....	208
12.2 Pictures & Videos	212
12.3 Windows Media® Player Mobile.....	215
About the controls.....	216
About the screens and menus	217
About licenses and protected files	217
Synchronize video and audio files	218
Play media	221
Playlists	221
Troubleshooting.....	222

Chapter 13 Managing Your T-Mobile Wing **223**

13.1 Adding and Removing Programs	224
13.2 Managing Memory.....	225
13.3 Using Task Manager	226

13.4	Resetting Your Device.....	229
	Soft reset	229
	Hard reset.....	229
	Clear Storage	230
13.5	Checking System Information	230
13.6	Battery Saving Tips	231
Chapter 14 Using Other Applications		233
14.1	Voice Command	234
14.2	Java Applications	236
	Install and launch MIDlets/MIDlet suites.....	236
	Manage MIDlets/MIDlet suites.....	237
Appendix		239
A.1	Specifications	240
A.2	Regulatory Notices	243
Index		251

Welcome to T-Mobile

Introduction

T-Mobile Services and Applications

Activating Service

Introduction

This User Manual provides you with detailed instructions on using your T-Mobile Wing™ and services.

You will also find information from the following sources:

Windows Mobile® Web site

(<http://www.microsoft.com/windowsmobile>)

T-Mobile Customer Care

The T-Mobile Customer Care team offers responsive and knowledgeable customer support 24 hours a day, seven days a week. In addition, you can always access free online help for your device at support.t-mobile.com, and for your account at my.t-mobile.com.

- **General Questions**

Our Customer Care team can assist in many things including service activation, billing, GSM/GPRS coverage information, voicemail, and feature addition. Just dial 1-800-937-8997 or 611 on your device.

T-Mobile Services and Applications

With your new T-Mobile Wing and T-Mobile's service package, you get the freedom of excellent voice and broadband connectivity in many locations nationwide.

Important By using T-Mobile services, you acknowledge that you have read, understood and agreed to be bound by each of the terms and conditions of the Service Agreement.

When you activate service with T-Mobile, the following features and services are available to you:

Voice/Phone

- Local calling and nationwide long distance calling
- International calling *
- Caller ID
- Call waiting and call hold **
- Conference calling **
- Call forwarding **

*** Note** Log on to www.my.t-mobile.com to set up international calling. See www.tmobile.com/international/ for rate and other information on international services.

**** Notes**


- Airtime rates apply for all completed calls. Calls that are forwarded to numbers outside the local calling area are charged long distance rates. These features may include charges for multiple calls.
- Calls made in any T-Mobile coverage area, including 911 calls, may not always be completed due to factors such as weather conditions, terrain, foliage, building structures, and equipment limitations.
- You can use your device to access 911 Emergency Service while you are on a call. You can access 911 even if you DO NOT have a SIM card in the device. All 911 calls are FREE.

Voicemail

Your T-Mobile Wing has been programmed to forward calls when your line is busy or when you are not available. T-Mobile's voicemail system offers your caller the option to record a voice message that you can play back at your convenience or to send a numeric page to your device.

Note Airtime charges apply to receipt and retrieval of voicemail messages.

E-mail

Set Up E-mail () provides you unlimited access to your work and personal email. Instantly access your e-mail from AOL®, Yahoo!®, EarthLink™, Comcast®, Microsoft® Exchange and many more, including any POP3 or IMAP4 e-mail server.

For more information about setting up and using e-mail, see Chapter 7 and 8.

Messaging

Text Messaging (SMS)

Text messaging allows you to send, receive, and reply to short text messages using your device. Messages may be sent to and from mobile devices that support text messaging. You may be charged for using text messaging depending on your rate plan. Visit www.t-mobile.com or a T-Mobile store for domestic and international text messaging rates.

For more information about sending text messages, see Chapter 7.

Multimedia Messaging (MMS)

Picture Messaging allows you to send and receive picture and messages. You can take pictures and videos using the device's integrated camera and send them to family and friends. You may be charged for using Picture Messaging depending on your rate plan. Visit www.t-mobile.com or a T-Mobile store for domestic and international Picture Messaging rates and information on phones and participating services capable of receiving Picture Messages.

For more information about sending Picture Messages, see Chapter 7.

Instant Messaging (IM)

Your device comes with instant messaging (IM) applications pre-installed for your convenience. Your normal screen name and password work just as they would on any computer connected to the Internet. You may be charged for using instant messaging depending on your rate plan. Visit www.t-mobile.com or a T-Mobile store for domestic and international instant messaging rates.

T-Mobile® myFavesSM

T-Mobile® myFavesSM helps you stay connected to the people who matter most in your life. Simply choose any five U.S. phone numbers* you call most often, on any network, and have them displayed on your phone's main screen. To subscribe, go to www.t-mobile.com.

When you subscribe to the service, you can take advantage of the following:

- Unlimited nationwide calling to any five U.S. numbers, on any network (even landlines)
- One-touch calling, text messaging**, and photo sharing**
- No domestic roaming or domestic long-distance charges
- Personalize contacts with favorite pictures** or downloadable icons**

* Excluding 411; voicemail; toll-free, 900, calling card, and customers' own numbers; and single numbers allowing access to 500 or more persons.

** Separate purchase /download charges may apply. Separate charges apply to send/receive domestic/international text and picture messages.

For more information, see "T-Mobile® myFaves" in Chapter 6. You can also visit www.t-mobile.com for the latest information.

T-Mobile HotSpot

T-Mobile HotSpot gives you wireless access to the Internet over the T-Mobile Wi-Fi network in locations across the U.S., such as airports, coffeehouses, bookstores, universities, and more. To access T-Mobile HotSpot, you must add a data plan to your account. Inform your T-Mobile Activations representative that you want to add a data plan when activating service with T-Mobile. Visit www.t-mobile.com or a T-Mobile store for plan information.

For more information about T-Mobile Hotspot, see "Connect to T-Mobile HotSpot" in Chapter 11.

International Service

You can access the Internet and make calls using your device while abroad. To take advantage of this service, visit www.my.t-mobile.com or contact Customer Care at 1-800-937-8997 to activate international calling features. Inform the representative that you want to use T-Mobile service (voice and data) internationally. The representative will add the service to your account at no charge. For more information on international service, visit www.t-mobile.com/international/.

Note Additional fees may apply. Countries that support international wireless Internet roaming may not be the same as countries that support international voice roaming.

Please refer to www.t-mobile.com/international/ for information on world-class Internet service.

Activating Service

If your service has not been activated, then follow the steps in this section to activate. The T-Mobile Activations representative will set up your service and assign your mobile number. It takes about 20 minutes to activate voice service and may take up to 24 hours to activate data service. Business and government accounts may take additional time to activate voice and data service. By activating service, you acknowledge that you have read and agreed to the Terms and Conditions of the Service Agreement.

1. Have your service agreement and the following information ready for your Activations representative:

- Name, home address, home phone, preferred billing address.

Note For business and government accounts, your Activations representative will also require your physical address, company name or government agency name, and the tax ID.

- Social Security number, current driver's license number, and date of birth for credit-check purposes

- Model number of your device (T-Mobile Wing)
 - SIM serial number (on the back of the SIM card)
 - IMEI number (on the label under the battery)
 - Agent code (on your service agreement)
 - Your choice of T-Mobile rate plans and services
- 2.** Call Customer Care at 1-800-937-8997 from a landline phone.

Chapter 1

Getting Started

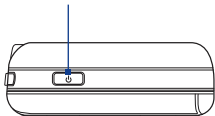
- 1.1 Getting to Know Your T-Mobile Wing and Accessories**
- 1.2 Installing the SIM Card and Battery**
- 1.3 Installing a Storage Card**
- 1.4 Starting Up**
- 1.5 Today Screen**
- 1.6 Status Icons**
- 1.7 Start Menu**
- 1.8 Closing Programs**
- 1.9 Using the Music Player**
- 1.10 Programs**
- 1.11 Settings**

1.1 Getting to Know Your T-Mobile Wing and Accessories

Top panel

POWER

Press to turn off the display temporarily. To turn off the power, press and hold for about 5 seconds. For more information, see "Starting Up" in this chapter.



Left panel

CAMERA

Press to launch the Camera. See Chapter 12 for details.

Volume Slider

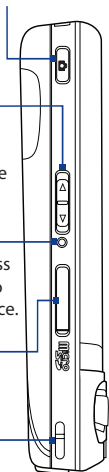
- Slide up or down to adjust the speaker volume.
- During a call, slide up or down to adjust the earpiece volume.

RESET

With the stylus, press the RESET button to soft-reset your device.

microSD Slot

Strap Holder



Right panel

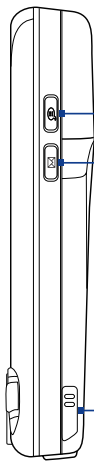
VOICE COMMAND

Press to activate Voice Command. See Chapter 14 for details.

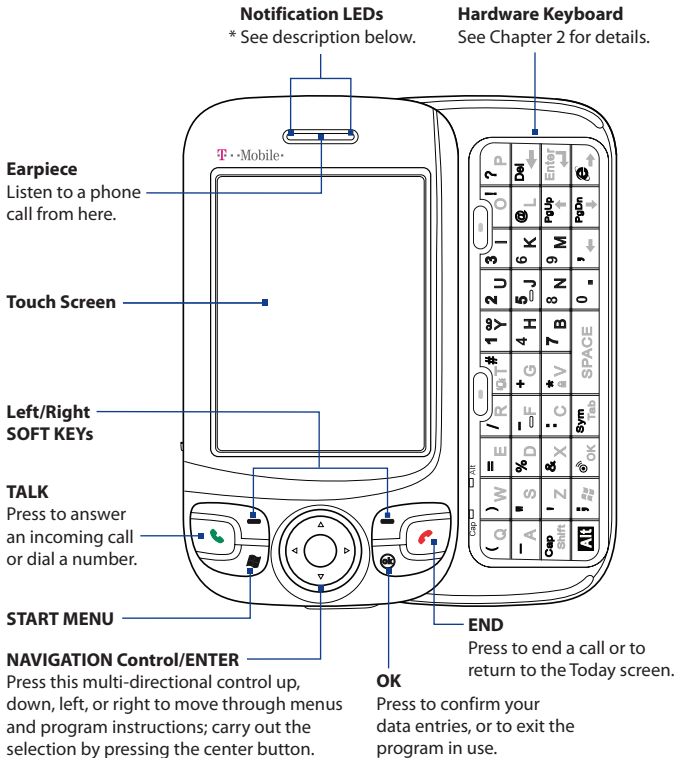
MESSAGING / NOTES

- Press to open Messaging. See Chapter 7 for details.
- Press and hold to record a voice note. See "Notes" in Chapter 6 for details.

Stylus



Front panel



* Left LED: Shows Green and Amber lights for GSM/GPRS/EDGE standby, message, and network status as well as for notification and battery charging status.

Right LED: Shows a flashing Blue light when the Bluetooth system is powered up and ready to transmit Bluetooth radio signal, or a flashing Green light for Wi-Fi status. When both Bluetooth and Wi-Fi are enabled, their lights flash alternately.

Back panel

Car Antenna Connector

Remove the rubber cap and connect your car antenna to the antenna connector to have better reception quality.



Back Cover
Slide the back cover upward to remove it.

Self-portrait Mirror
Use it when taking self-portrait shots.

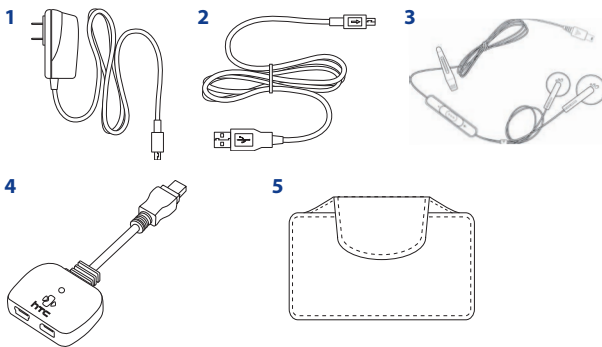
2.0 Megapixel Camera
See Chapter 12 for details.

Microphone

Sync Connector/Earphone Jack

Remove the rubber cap, then connect the supplied USB cable to synchronize information or plug in the AC adapter to recharge the battery. You can also connect the supplied USB stereo headset for hands-free conversation or for listening to audio media.

Accessories



No.	Accessory	Function
1	AC adapter	Recharges the battery.
2	USB Sync cable	Connects your device to a PC and synchronizes data.
3	Stereo headset	Provides a volume control slider and a Send/End button. Press the Send/End button to pick up a call or put a call on hold; press and hold the button to end the call.
4	Audio / Charging Cable	Allows the use of a travel charger / AC adapter while using a stereo headset with your device.
5	Pouch	Acts as a protective carrying case for your device.

1.2 Installing the SIM Card and Battery

Always turn off your device before installing/replacing the SIM card and battery.

Your device contains a rechargeable Li-ion polymer battery. It is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including network configuration, signal strength, the temperature of the environment in which you operate your device, the features and/or settings you select and use, items attached to connecting ports, and your voice, data, and other program usage patterns.

Battery life estimates (approximations):

- Standby time: Up to **150 - 200** hours for GSM.
- Talk time: Up to **3.5 - 5** hours for GSM.
- Media playback time: Up to **8** hours for WMV;
Up to **12** hours for WMA.

Warning!

To reduce risk of fire or burns:

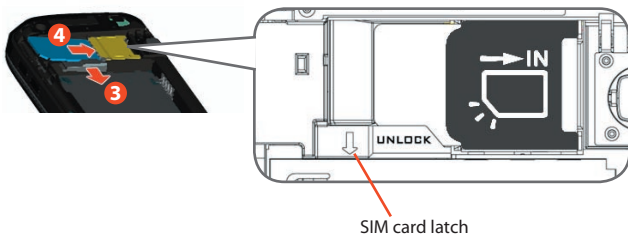
- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulation.

To install the SIM card

1. Make sure your device is powered off.
2. Slide the back cover upward to release and remove the cover.
3. Pull the SIM card latch downward to unlock the slot.
4. Hold the SIM card with its gold contacts facing down and its cut-off corner facing toward outside of the slot. Insert the SIM card by sliding it into the slot.

Tip

You'll also see clear illustrations on how to insert the SIM card inside the battery compartment.



- After inserting the SIM card, push back the SIM card latch to secure the SIM card in place.



To install the battery

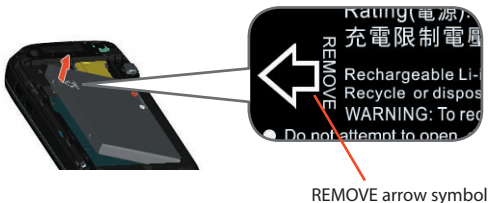
Install the battery by inserting it with its exposed copper part aligned with the protruding copper conductor on the upper right side of the battery compartment. Insert the right side of the battery first, then gently push the battery into place.



After you have inserted the SIM card and battery, replace the back cover.

To remove the battery and SIM card

1. Make sure your device is powered off.
2. Slide the back cover upward to release and remove the cover.
3. To remove the battery, lift it up from the end that is marked with a REMOVE arrow symbol.



REMOVE arrow symbol

4. To remove the SIM card, unlock the SIM card slot first by pulling the SIM card latch downward. Slide the SIM card towards the left to remove it.

Charge the battery

New batteries are shipped partially charged. Before you start using your device, it is recommended that you install and charge the battery. Some batteries perform best after several full charge/discharge cycles. You can charge the battery in two ways:

- Charging the device's battery by connecting the power adapter.
- Connecting your device to a PC via the provided USB Sync cable.

Note Only the AC adapter and USB cable provided with your device should be used to charge the device.

Charging is indicated by a solid amber light on the left LED indicator. As the battery is being charged while the device's power is on, a charging icon (🔌) will be shown at the bottom right side of the Today screen.

After the battery has been fully charged, the left LED becomes green and a full battery icon (🔋) appears at the bottom right side of the Today screen.

Warning!

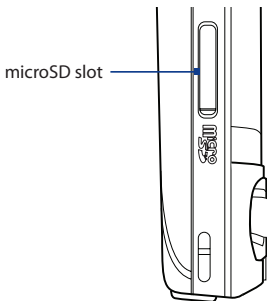
- Do not remove the battery from the device while you are charging it using the AC or car adapter.
- As a safety precaution, the battery stops charging when it overheats.

1.3 Installing a Storage Card

There is a storage card slot at the left panel of your device. To have additional storage for your images, videos, music, and files, you can purchase a microSD™ card and insert it into the slot.

To insert a microSD card

1. Open the rubber flap that covers the storage card slot.



2. Insert the microSD card into the slot with gold contacts facing down.
3. Replace the rubber cover.

To remove the microSD card

- Press the microSD card to pop it out of the slot.

1.4 Starting Up

After inserting your SIM card and battery and charging the battery, you can now power on and start using your device.

Turn your device on and off

- To turn on your device, press and hold the POWER button. When you turn on your device for the first time, a Quick Start Wizard will guide you through the calibration process and the setup of your device password. For more information about touch screen calibration, see “Calibrate the device”.
- To turn off your device, press and hold the POWER button for a few seconds. A message will then be displayed, prompting you whether or not to turn off the device completely.

Switch your device to Sleep mode

Quickly pressing the POWER button turns off the display temporarily and switches your device to **Sleep mode**. Sleep mode suspends your device to a low power state while the display is off in order to save battery power.

Your device also automatically goes into Sleep mode when you leave the device idle after a certain amount of time.

To specify the timeout period before your device goes into Sleep mode

1. Tap **Start > Settings > System tab > Power > Advanced tab**.
2. Under **On battery power**, make sure the **Turn off device if not used for** check box is selected.
3. Select the battery timeout period, then tap **OK**.

You will still be able to receive messages and calls while your device is in Sleep mode. Pressing the POWER button again or new incoming calls/messages will wake up your device.

Calibrate the device

Calibrating the touch screen involves tapping the center of a cross with the stylus as the cross moves around the screen. This process ensures that when you tap the screen with your stylus, the tapped item is activated.

If your device does not accurately respond to screen taps, follow these steps to re-calibrate it:


1. Tap **Start > Settings > System tab > Screen**.
2. On the **General** tab, tap **Align Screen**, then follow the on-screen instructions to complete the calibration.

Manage screen settings

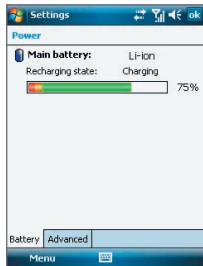
The device's display has the following orientation modes: **Portrait** and **Landscape**. Portrait mode allows you to get a better view or a better operation of certain programs, while Landscape mode may be optimal for viewing lengthy files.

- To change the orientation, tap **Start > Settings > System tab > Screen**, and select the orientation you want.
- To smooth the edges of screen fonts for many programs, on the **ClearType** tab, select the **Enable ClearType** check box.
- To increase the readability or to see more content on the screen, on the **Text Size** tab, adjust the text size by moving the slider.

Check battery power

- Tap the battery level icon () on the Today screen; or
- Tap **Start > Settings > System tab > Power**.

When the low-battery warning appears, immediately save your data by synchronizing with your PC, or save your data on a storage card, and then turn off your device. Do not attempt to restart your device until you have connected it with the power adapter.

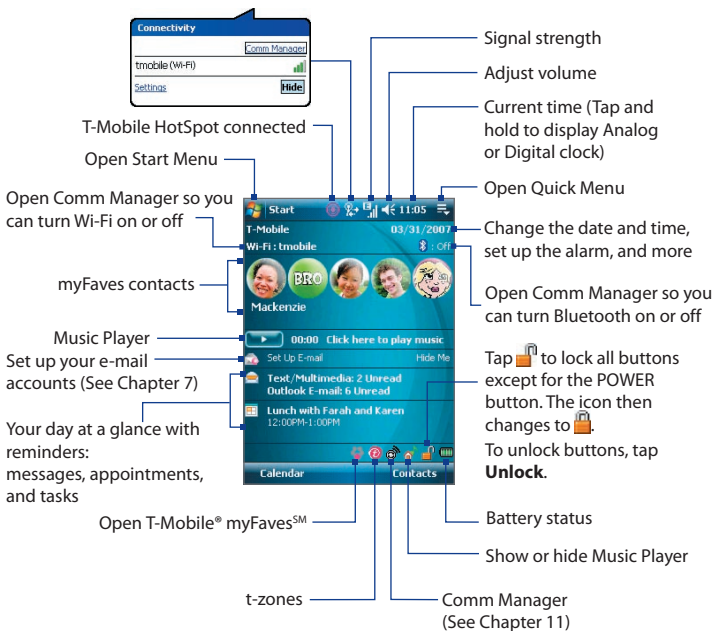


Battery power information

Tip To find out ways on saving battery power, see “Battery Saving Tips” in Chapter 14.

1.5 Today Screen

The Today screen displays important information, such as upcoming appointments and status indicators. You can tap a section on the screen to open the associated program.


























- To access the Today screen, tap **Start > Today**.
- To customize the Today screen display, including the background image, tap **Start > Settings > Personal tab > Today**.

1.6 Status Icons












The following are some of the status icons that you may see on the device.



Icon	Description
	T-Mobile HotSpot in use
	T-Mobile HotSpot detected, user is not Logged In.
	Wi-Fi is on, but device not connected to a wireless network yet.
	Other new wireless network(s) detected.
	Connecting to a wireless network (when arrows are moving); Connected to a wireless network.
	Synchronizing via Wi-Fi.
	EDGE available.
	EDGE connecting.
	EDGE in use.
	GPRS available.
	GPRS connecting.
	GPRS in use.
	There are more notifications. Tap the icon to view all.
	Connection is active.
	Connection is not active.
	Synchronization in progress.
	New text messages; SMS notification of voice mail.
	Receiving picture message (MMS).

Icon	Description
	New picture message received.
	Sending picture message.
	Picture message sent.
	Cannot send picture message.
	New instant message from Live Messenger.
	Vibration mode.
	Sound on.
	Sound off.
	Maximum signal strength.
	No signal.
	Phone is turned off.
	No phone service.
	Searching for phone service.
	Missed call.
	Speakerphone on.
	Voice call in progress.
	Call on hold.
	Calls are forwarded. (Appears on the Phone screen when Call Forwarding is enabled).
	Dialing while no SIM card is inserted.
	No SIM card inserted.
	Alarm.
	Bluetooth stereo headset connected.
	ActiveSync notification.
	Synchronization error.



Icon	Description
	Serial USB connection (See "Troubleshooting sync connection problems" in Chapter 5)
	Open T-Mobile® myFaves SM .
	Visit T-Mobile's t-zones web site.
	Open Comm Manager.
	Music Player is shown on Today screen. Tap to hide it.
	Music Player is not shown on Today screen. Tap to display it.
	Device is locked.
	Device is unlocked.
	Battery is fully charged.
	Battery power is very low.
	Battery charging.

1.7 Start Menu

The Start menu, located at the top left corner of the Today screen, displays a list of programs. You can start a program by scrolling through the programs list and then pressing ENTER, or by tapping a program with the stylus.

Tap to switch to the Today screen.

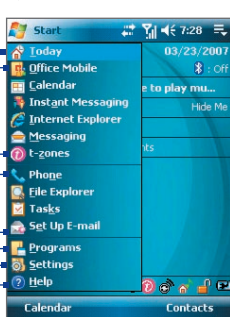
Tap to start a program.
(The items displayed in the Start menu can be customized by tapping **Start > Settings > Personal tab > Menus**).

Tap to start a recently-used program.

Tap to access more programs.

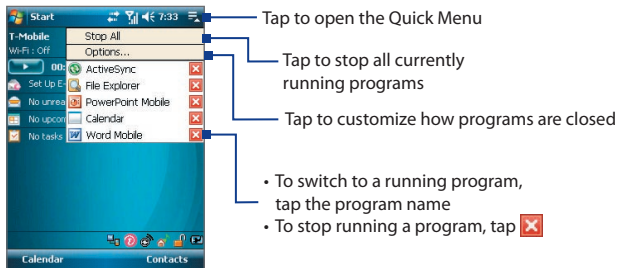
Tap to access and change settings.

Tap to view Help information for the current screen.




1.8 Closing Programs

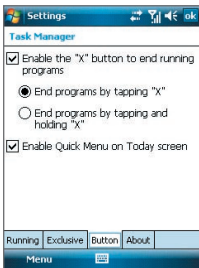
The Quick Menu, located at the top right corner of the Today screen, shows the currently running programs. You can quickly switch between running programs, and stop programs when you do not need to use them.



Tip To show or hide the Quick Menu from the Today screen, tap **Start > Settings > System tab > Task Manager > Button** tab then select or clear the **Enable Quick Menu on Today screen** check box.

On program screens, you normally see an **Exit** button () on the top right corner of the screen. You can set the Task Manager to stop running programs when you tap the **Exit** button by following these steps:

1. Tap **Options** on the Quick Menu, or tap **Start > Settings > System tab > Task Manager**.
2. Tap the **Button** tab.
3. Select the **Enable the “X” button to end running programs** check box.



Note If this option is not enabled, programs will continue to run in the background and tapping the **Exit** button will only close the program screen, not end the program.

4. Choose either to:
 - **End programs by tapping “X”**; or
 - **End programs by tapping and holding “X”**
5. Tap **OK**.

For more information about the Task Manager, see “Using Task Manager” in Chapter 13.

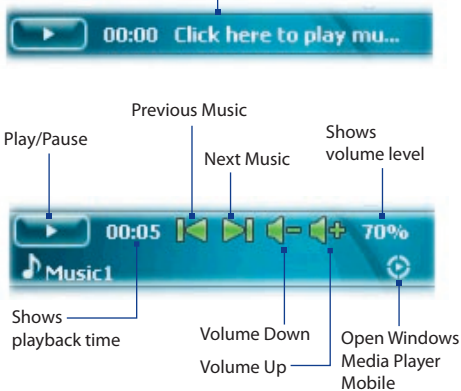
1.9 Using the Music Player

While music is playing the **Music Player** on the Today screen shows the music title and playback time. It also allows you to control music playback right on the Today screen.

Music Player plays the music files found in Windows Media® Player Mobile's Music Library. If this is your first time to use Music Player, you may need to open Windows Media Player Mobile first and update the Music Library. See "To update the Library" in Chapter 12 for details.

Playback controls











Tap any part of the Music Player to start playing music and to display the playback controls.









1.10 Programs

The following are programs that are preinstalled on your device.



Programs in the Start Menu

Icon	Description
	Office Mobile Use the complete suite of Microsoft® Office applications for your mobile device.
	Excel Mobile Create new workbooks or view and edit Microsoft® Excel® workbooks.
	PowerPoint Mobile View Microsoft® PowerPoint® slides and presentations.
	Word Mobile Create, view, and edit Microsoft® Word documents.
	Calendar Keep track of your appointments and create meeting requests.
	Instant Messaging Send and receive instant messages using popular instant messaging programs such as AOL®, ICQ® and Yahoo®.
	Internet Explorer Mobile Browse Web and WAP sites as well as download new programs and files from the Internet.
	Messaging Send and receive e-mail, MMS, and text messages.
	t-zones Open a WAP browser and visit T-Mobile's t-zones web site where you can purchase ring tones, wallpaper, or games to personalize your device. You can also manage your accounts and access other helpful information.
	Help See Help topics for the current screen or program.

Programs screen

Icon	Description
	<p>Accessories</p> <p> Adobe Reader LE View PDF (Portable Document Format) files on your device.</p> <p> Bluetooth Explorer Search for other Bluetooth devices that have file sharing enabled and access their Bluetooth shared folder.</p> <p> Calculator Perform basic arithmetic and calculations, such as addition, subtraction, multiplication, and division.</p> <p> Internet Sharing Connect your notebook computer to the Internet using your device's data connection.</p> <p> SIM Manager Manage the contacts that are stored on your SIM card. You can also use this program to copy SIM contents to Contacts on your device.</p> <p> ZIP Save memory and free up storage space on your device by compressing files in the conventional ZIP format.</p>
	<p>Games Play two pre-installed games: Bubble Breaker and Solitaire.</p>
	<p>ActiveSync Synchronize information between your device and a PC or the Exchange Server.</p>
	<p>Camera Take photos or shoot video clips with accompanying audio.</p>
	<p>Contacts Keep track of your friends and colleagues.</p>
	<p>File Explorer Organize and manage files on your device.</p>
	<p>Handango InHand View an extensive catalog of mobile software that you can purchase, download and install on your device. Tap Menu > Update Catalog to download the latest catalog.</p>









Icon	Description
	HotSpot Login Save your T-Mobile HotSpot username and password to make connecting to the internet from a T-Mobile HotSpot as simple as turning on Wi-Fi. You need to have a T-Mobile HotSpot account to access the T-Mobile HotSpot wireless network.
	Java Applications Download and install Java applications, such as games and tools, on your device.
	Live Search Search for a location's address and find it on a map. You can also check for directions and traffic conditions.
	Messenger Use this mobile version of Windows Live Messenger.
	myFaves Use T-Mobile® myFaves SM to stay connected to the people who matter most in your life. Simply choose any five U.S. phone numbers you call most often, on any network, and have them displayed on the Today screen.
	Notes Create handwritten or typed notes, drawings, and voice recordings.
	Phone Make and receive calls, switch between calls, and set up conference calling.
	Pictures & Videos View and manage pictures, animated GIFs, and video files on your device or a storage card.
	Search Search contacts, data, and other information on your device.
	Set Up E-mail Enjoy unlimited access to your work and personal email. Instantly access your e-mail from AOL®, Yahoo!®, EarthLink™, Comcast®, Microsoft® Exchange and many more, including any POP3 or IMAP4 e-mail server.
	Tasks Keep track of your tasks.
	t-zones Open a WAP browser and visit T-Mobile's t-zones web site to purchase ring tones, wallpaper, etc. to personalize your device. You can also manage your accounts and access other helpful information.
	Voice Notes Record your voice, play it back, then send it via e-mail, picture message, or beaming. You can also set the recorded voice as your ring tone.



Icon	Description
	Windows Live Use this mobile version of Windows Live™ to find information on the web. It also lets you sign into your Windows Live account so that you can access your Live Mail messages and send/receive instant messages in Live Messenger.
	Windows Media Player Mobile Play back audio and video files.

1.11 Settings









You can adjust the device settings to suit the way you work. To see all available settings, tap **Start > Settings**, then tap the **Personal**, **System**, and **Connections** tabs located at the bottom of the screen.












Personal tab

Icon	Description
	Buttons Assign a program or function to a hardware button.
	Input Set options for each of the input methods.
	Keyboard Sliding Sound Select a slide-in and slide-out sound for the hardware keyboard.
	Lock Set a password for your device.
	Menus Set what programs will appear in the Start menu.
	Owner Information Enter your personal information on your device.
	Phone Customize phone settings such as ring tone, set a PIN number for your SIM card, and more.
	Sounds & Notifications Enable sounds for events, notifications, and more, and set the type of notification for different events.










Icon	Description
	Today Customize the appearance and the information to be displayed on the Today screen.
	Voice Command Choose which functions you want to access by speaking out voice commands. See Chapter 14 for details.

System tab

Icon	Description
	About This is where you can see basic information such as the Windows Mobile® version and type of processor used on your device. You can also specify a name for your device.
	Backlight Set the backlight timeout and adjust brightness.
	Certificates See information about certificates that are installed on your device.
	Clear Storage Tap this icon only when you need to remove all your data and files from the memory and reset your device to factory default settings.
	Clock & Alarms Set the device clock to the date and time of your locale or to a visiting time zone when you're traveling. Alarms can also be set at specified days and times of a week.
	Device Information See information about the firmware version, hardware, identity, and the duration of calls made on your device.
	Encryption Allow files on your storage card to be encrypted. Encrypted files will be readable only on your device.
	Error Reporting Enable or disable the device's error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer will be logged in a text file and delivered to Microsoft's technical support if you choose to send it.

Icon	Description
	External GPS Set the appropriate GPS communication ports, if required. You may need to do this when there are programs on your device that access GPS data or you have connected a GPS receiver to your device. See Help for details.
	Key Lock Lock the buttons on your device except for the POWER button when the device is in Sleep mode. This ensures you will not switch the device on by accident and consume unnecessary power.
	Memory Check the device memory allocation status and memory card information. You can also stop currently running programs.
	Microphone AGC Adjust the volume of your voice automatically when you are recording.
	Power Check the remaining battery power. You can also set the timeout for turning off the display (switching device to Sleep mode) to conserve battery power.
	Regional Settings Set the regional configuration to use, including the format for displaying numbers, currency, date, and time on your device.
	Remove Programs Remove programs that you installed on your device.
	Screen Change the screen orientation, re-calibrate the screen, and change the screen text size.
	Task Manager Set the Exit button () to end programs or to just hide program screens when you tap the button. You can also choose to show or hide the Quick Menu.
	Windows Update Link to Microsoft's web site and update Windows Mobile® on your device with the latest security patches or fixes.

Connections tab

Icon	Description
	Beam Set your device to receive incoming Bluetooth beams.
	Bluetooth Turn Bluetooth on, set your device to visible mode, and scan for other Bluetooth devices.
	Comm Manager Manage your device's connections (including Wi-Fi, GPRS, Bluetooth, and ActiveSync), turn the phone on or off, switch to ringer/vibration mode, and enable or disable the Direct Push function.
	Connections Set up one or more types of modem connections for your device, such as phone dial-up, GPRS, Bluetooth, and more, so that your device can connect to the Internet or a private local network.
	CSD Line Type Set the line type to use when making a circuit switch data (CSD) connection. Normally, you do not need to change the setting unless you encounter a problem on establishing a connection.
	GPRS Setting Set the GPRS authentication method. This has been configured for the T-Mobile network.
	USB to PC indicates a serial connection between your device and PC using a USB cable. See "Troubleshooting sync connection problem" in Chapter 5 for details.
	Wi-Fi Scan for available wireless networks.
	Wi-Fi Status See information about the active wireless network, and customize Wi-Fi settings.

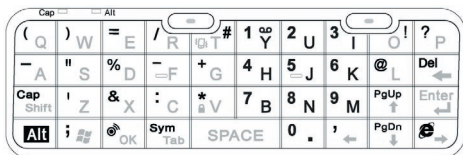
Chapter 2

Entering and Searching Information

- 2.1 Using the Hardware Keyboard**
- 2.2 Entering Information**
- 2.3 Using the On-screen Keyboard**
- 2.4 Using Letter Recognizer**
- 2.5 Using Block Recognizer**
- 2.6 Using Transcriber**
- 2.7 Using Symbol Pad**
- 2.8 Using Notes to Draw, Write and Record Voice Notes**
- 2.9 Searching Information**




2.1 Using the Hardware Keyboard






Your device provides you with a **QWERTY** keyboard, which is similar to a standard keyboard on your PC. To use the QWERTY keyboard, slide the screen panel to the left to reveal the keyboard.



Keystrokes for entering text








When entering text, do the following:

- To type lowercase letters, press the keys using your thumbs or fingers.
- Press **Alt** once when you want to type symbols (characters in blue on the hardware keyboard) or enter numbers. Press **Alt** twice for continuous symbol or number entries.
- To use all uppercase letters, press **Alt** first, then press **Cap Shift**. To change back to all lowercase letters, press these buttons again.
- To use a single uppercase letter, press **Cap Shift** and then press the corresponding key.
- To enter a number or symbol (labeled at the upper left of each key), press **Alt** and then press the corresponding key.
- To open the Symbol Pad, press **Alt** and then press **Sym Tab**.
- Press the Left/Right SOFT KEY () to perform the command shown in the label above the key.
- Press  to verify your data entries or exit the program in use.
- Press  to open the Start menu.

- Press the arrow keys     for directional movement.
- To type accented characters (like á, ã, ç, ê, í, ó, ü, etc), press the letter key first and then, hold **Alt** and at the same time press the space bar  several times until you find the correct character you need.

Keyboard shortcuts

The QWERTY keyboard has shortcuts to certain programs and functions.

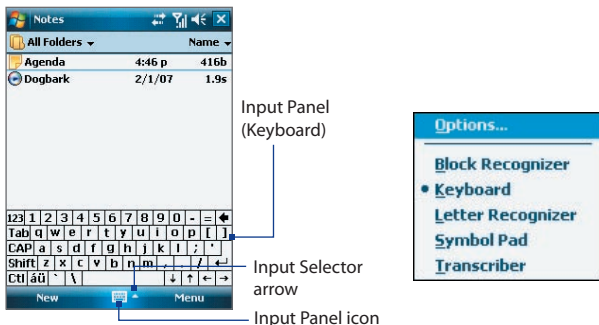
Vibrate/Ringer mode	Alt + Press and hold 
Voicemail	Press and hold 
Device lock	Alt + Press and hold 
Start menu	
OK	
Comm Manager	Alt + 
Internet Explorer® Mobile	Alt + 

Tip The QWERTY keyboard also has shortcuts to messaging functions. See Chapter 7 for more information.

2.2 Entering Information

When you start a program or select a field that requires text or numbers, the **Input Panel** icon becomes available on the menu bar.

Tap the **Input Selector** arrow (that appears next to the **Input Panel** icon) to open a menu where you can select a text input method and customize input options. After selecting a text input method, the corresponding **Input Panel** is then displayed and you can use it to enter text. To toggle between showing and hiding the Input Panel, simply tap the **Input Panel** icon.



Icon	Input method
	On-screen Keyboard
	Letter Recognizer or Block Recognizer
	Symbol Pad
	Transcriber

Note Some text input methods may not be available in certain language versions of the device.

2.3 Using the On-screen Keyboard

The on-screen **Keyboard** is available when text entry is possible. You can enter text by tapping keys on the keyboard that are displayed on the screen.

To enter text using the on-screen Keyboard

1. In a program, tap the **Input Selector** arrow, and tap **Keyboard**.
2. Enter text by tapping keys on the on-screen Keyboard.

To enlarge the on-screen Keyboard

1. Tap the **Input Selector** arrow, then tap **Options**.
2. In the **Input method** list, select **Keyboard**.
3. Tap **Large keys**.

2.4 Using Letter Recognizer

With **Letter Recognizer**, you can write individual letters, numbers, and punctuation, which are then converted into typed text.

To use Letter Recognizer

1. From a program, tap the **Input Selector** arrow, and tap **Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
 - Enter capital letters by writing in the **ABC** (left) area of the box.
 - Enter lower case letters by writing in the **abc** (middle) area of the box.
 - Enter numbers by writing in the **123** (right) area of the box.
 - Enter punctuation and symbols by tapping in either area of the box and then writing the desired character.

Note **Letter Recognizer** is available when text entry is possible.

Tip For help with writing characters, tap the question mark near the writing area.

2.5 Using Block Recognizer

With **Block Recognizer**, you use a single stroke to write letters, numbers, symbols, and punctuation, which are then converted into typed text.

To use Block Recognizer

1. From a program, tap the **Input Selector** arrow, and tap **Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
 - Enter letters by writing in the **abc** (left) area of the box.
 - Enter numbers by writing in the **123** (right) area of the box.
 - Enter symbols and punctuation by tapping in either area of the box and then writing the desired character.

Note **Block Recognizer** is available when text entry is possible.

Tip For help with writing characters with **Block Recognizer**, tap the question mark near the writing area.

2.6 Using Transcriber

Transcriber is a handwriting recognition program that allows you to write in cursive, print, or a combination of both. Transcriber works transparently in the background of programs, recognizing words with its integrated dictionary. When Transcriber is turned on, it interprets stylus movement anywhere on the screen as handwriting input. For more information about using Transcriber, see Help on your device.

To start Transcriber

1. Start a program that accepts user input, such as Word Mobile.
2. Tap the **Input Selector** arrow, and tap **Transcriber**. The Transcriber introductory screen appears.

To write using Transcriber


1. In a program, position the cursor where you want text to appear.
2. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

To enter punctuation and symbols

Transcriber comes with an on-screen keyboard that provides an easy way to add punctuation or a special symbol to existing text.

- From a program, tap  on the Transcriber toolbar.

The keyboard remains visible until you tap the button again.

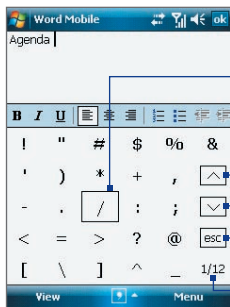
- Tips**
- To reposition the keyboard, tap and hold the title bar, then drag to the desired location.
 - When no text is selected, you can also open the keyboard by doing the  gesture. For more information about using Transcriber gestures, see Help on your device.


To edit text

1. In a program, draw a line across the text you want to edit.
2. After you lift the stylus from the screen, the line will disappear and the selected text will be highlighted.
3. Do either of the following:
 - Rewrite the text.
 - Use gestures to capitalize letters, insert a space, and so on. For information about using Transcriber gestures, see Help on your device.

2.7 Using Symbol Pad

Symbol Pad provides a comprehensive list of common symbols such as parentheses, braces, currency signs, and more, as well as punctuation marks and special characters.




Tap a symbol to select it. Use the Navigation Control or press the arrow keys  on the hardware keyboard to navigate through the available symbols, then press ENTER to select a symbol.




 Tap to display the previous page of symbols.

 Tap to display the next page of symbols.

 Tap to close the Symbol Pad without selecting any symbol.

 This indicates the current page and the total number of symbol pages.

To open the Symbol Pad and select a symbol

1. Create or open a document, such as a Word document.
2. To open the Symbol Pad:
 - Tap the **Input Selector** arrow, then tap **Symbol Pad**; or
 - Using the hardware keyboard, press **Alt** and then press .
3. To browse through the pages of symbols, tap  /  on the Symbol Pad screen.
4. Tap a symbol to select it and close the Symbol Pad. The selected symbol will then be inserted in your document.

2.8 Using Notes to Draw, Write and Record Voice Notes

Using **Notes**, you can draw directly on the screen, or write on the screen and save notes in your own handwriting. You can also create a stand-alone recording (voice note) or you can add a recording to a note.

For more information on what you can do with Notes, please see “Notes” in Chapter 7.

2.9 Searching Information

You can search for files and other items stored in My Documents folder or on an installed storage card of your device. You can search by file name or by words located in the item. For example, you can search in e-mail messages, notes, appointments, contacts, and tasks, as well as in online Help.

To search for a file or an item

1. Tap **Start > Programs > Search**.
2. In the **Search for** field, you can:
 - Enter the file name, word, or other information you want to search for.
 - Tap the down arrow icon (▼), and from the list, select one item that you have looked for before.
3. In the **Type** field, you can tap the down arrow icon (▼) and select a data type from the list to help narrow your search.
4. Tap **Search**. The system then starts searching the matched files in the **My Documents** folder and subfolders.
5. In the **Results** list, tap the item you want to open.

Note The storage card symbol  is displayed next to the names of files saved on a storage card.

Chapter 3

Using Phone Features

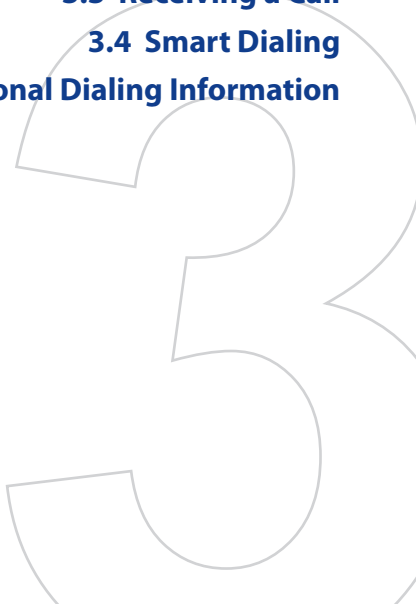
3.1 Using the Phone

3.2 Making a Call

3.3 Receiving a Call

3.4 Smart Dialing

3.5 Additional Dialing Information




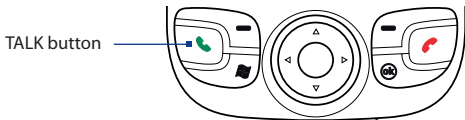
3.1 Using the Phone

Like a standard mobile phone, you can use your device to make, receive, and keep track of calls and send messages. You can also dial directly from Contacts, and easily copy phonebook entries from your SIM card to Contacts on your device.

The Phone screen

From the Phone screen, you can access Call History, Speed Dial, and Phone settings. To open the Phone screen, do one of the following:



- Tap **Start > Programs > Phone**; or
- Press the TALK button ().



Turn the phone function on and off

In many countries, you are required by law to turn off the phone while on board an aircraft.

To turn off the phone function

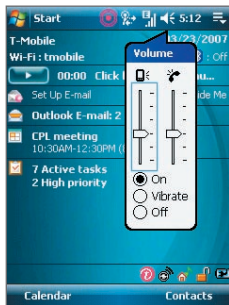
1. Tap the **Comm Manager** icon () on the Today screen.
2. On the Comm Manager screen, tap the **Phone** button to turn off the phone function. The  icon indicates the phone function is turned off.

To resume call function

- Turn on the phone function by tapping the **Phone** button again on the Comm Manager screen. The  icon indicates the phone function is turned on.

Adjust the device volume

1. Tap the **Speaker** icon (🔊).
2. Under **Volume**, do the following:
 - Adjust the phone volume (🔊) or device volume (📱) by moving the slider to the desired volume level.
 - Tap **On**, **Vibrate**, or **Off** to change both the system and ringer volume settings.




Volume adjustment

- Notes**
- To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will affect the ring, notification, and MP3 sound levels.
 - When you activate Vibrate mode, sound will automatically be muted and your device will vibrate when an incoming call is received. The Vibrate icon (📱) will appear in the title bar to indicate that Vibrate mode is activated.

3.2 Making a Call

With your device, you can make a call from **Phone**, **Contacts**, **Speed Dial**, **Call History**, and **SIM Manager**.

Make a call from Phone

1. Tap **Start > Programs > Phone** or press the TALK button ().
2. On the Phone screen, tap the desired phone number, then tap **Call**.



Tip If you tap a wrong number, tap **Delete** () to erase each subsequent digit of a number. To erase the entire number, tap and hold **Delete**.

Make a call from Contacts

Tap **Contacts** on the Today screen or tap **Start > Programs > Contacts**, then do one of the following:

- Press NAVIGATION up or down to select a contact, and press TALK twice (once to send the number to the Phone keypad, and once to dial the number).
- Tap the desired contact in the contacts list, and tap the phone number that you want to call.
- Tap and hold the desired contact, and on the shortcut menu, tap **Call Work**, **Call Home**, or **Call Mobile**.

To choose one of the numbers of a contact to dial

By default, the mobile phone number (m) of a contact is dialed when you make a call from Contacts. However, you can specify that a different phone number is dialed instead.

1. Tap **Contacts** on the Today screen or tap **Start > Programs > Contacts**.
2. Press NAVIGATION up or down to select the contact.
3. Press NAVIGATION left or right. The letters representing the number will change as you scroll through them.

Make a call from Call History

1. On the Phone screen, tap **Call History**.
2. You can either scroll through all calls in Call History, or tap **Menu > Filter** and select from a category of call types.
3. Scroll to the desired contact or phone number, and tap **Call**.

One-touch Speed Dial

Use **Speed Dial** to call frequently-used numbers with a single tap. For example, if you assign a contact to the location **2** in Speed Dial, you can simply tap and hold the **number 2** key on the Phone screen to dial the contact's number.

To create a Speed Dial entry

1. On the Phone screen, tap **Menu > Speed Dial**.
2. Tap **Menu > New**.
3. Tap a contact. Select the phone number that you want to add to be assigned with a speed dial key.
4. In the **Location** box, select an available key to use as the speed dial key.

Note If you want to place a phone number in a position that is already occupied, the new number will replace the number that is already there.

- Tips**
- To create a Speed Dial entry from Contacts, select a contact's phone number then tap **Menu > Add to Speed Dial**.
 - To delete a Speed Dial entry, in the **Speed Dial** list, tap and hold the desired entry, and tap **Delete**.

To call voicemail

The **number 1** key is generally reserved for your voicemail. Press and hold this key to call voicemail.

Make a call from SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer SIM phonebook entries to Contacts on your device, and make a call from your SIM card.

To call a SIM contact

1. Tap **Start > Programs > Accessories > SIM Manager**. Wait for your SIM card contents to load.
2. Tap and hold the name or phone number of the person you want to call, and tap **Call**.

For more information about SIM Manager, see Chapter 6.

3.3 Receiving a Call

When you receive a phone call, a message will appear, giving you the option to either answer or ignore the incoming call.


To answer or reject an incoming call


- To answer the call, tap **Answer**, or press TALK on the device.
- To reject the call, tap **Ignore**, or press END on the device.

To end a call

Once an incoming or outgoing call is in progress, you can tap **End** or press END on the device to hang up.

To check a missed call

You will see the  icon on top of the screen when you missed a call. To check who the caller is:

- Tap the  icon, then tap **View**; or
- On the Phone screen, tap **Call History**. You can view missed calls as well as incoming and outgoing calls in Call History.

To put a call on hold

Your device notifies you when you have another incoming call, and gives you the choice of rejecting or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.

1. Tap **Answer** to take the second call, and put the first one on hold.
2. To end the second call and return to the first call, tap **End** or press END on the device.

To switch between two calls


- Tap **Swap**.

To set up a conference call

1. Either put a call on hold, and dial a second number; or, accept a second incoming call when you already have one in progress.
2. Tap **Conference**.

To turn on and off the Speakerphone

The built-in Speakerphone on your device allows you to talk hands-free or lets other people listen to the conversation.

- During a call, tap **Speaker On**, or press and hold TALK until the speakerphone turns on. The speakerphone icon () appears in the title bar.
- To turn off the speakerphone, tap **Speaker Off**, or press and hold TALK again until the speakerphone turns off.

Warning! To avoid damage to your hearing, do not hold your device against your ear when the Speakerphone is turned on.

To mute a call

You can turn off the microphone during a call, so that you can hear the caller but the caller cannot hear you.


- During a call, tap **Mute**.
- When the microphone is turned off, the mute icon (🔇) appears on the screen. Tap **Unmute** to turn on the microphone again.

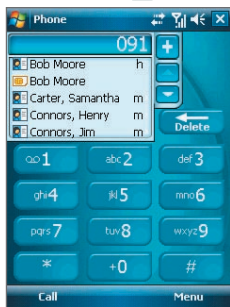
3.4 Smart Dialing

Smart Dialing is a program that makes it easy for you to dial a phone number. When you start entering numbers or characters, Smart Dialing will automatically search and sort the contact entries on the SIM card, in Contacts, and the phone numbers in Call History (including incoming, outgoing, and missed calls). You can then select the desired number or contact from the filtered list to dial.

Use Smart Dialing

Open the Phone screen, then tap the keys on the Phone keypad that correspond to the phone number or contact you want to call.

When you start entering a number or letter, the Smart Dialing panel will appear automatically on the Phone screen. You can change the panel size according to your needs by tapping .



Smart Dialing panel

Note When you use the hardware keyboard to enter a contact name, the characters that you entered will appear on the left side of the entry box.



Tips on using Smart Dialing

Smart Dialing starts looking for numbers or contacts that match the sequence you have entered. Below are some tips on how to use Smart Dialing to quickly find a desired phone number or contact.

To find a phone number




- Simply enter the first one or two digits to find a phone number in Call History.
- Enter the first three digits or more if you want to find a phone number from the saved contacts on your device and SIM card.

To find a contact name

You can just enter the first letter of a contact's first name or last name. Smart Dialing will search for the letter starting from the first character of a contact name as well as from the character that appears after a space, dash, or underscore in a contact name. For example, if you tap number "2" which is associated with [a, b, c] on the Phone keypad, contact names such as the following will be considered matches: "**B**en Miller", "George **A**dams", "John-Carter", "**C**arter, Ellen", "Dixon, **A**llan", "Thomas_**C**lark", "Jane**C**ampbell".

If the matching list is long and you want to narrow down the search further, enter another letter. Using the same example above, if you continue to tap "3" which is associated with [d, e, f], the matching list will be narrowed down to the following names: "**B**en Miller", "George **A**dams", "**C**arter, Ellen", "Dixon, **A**llan".

Make a call or send a text message using Smart Dialing



1. Begin entering the first few numbers or characters.
2. In the Smart Dialing panel, browse the list by tapping the arrows ( / ) or pressing NAVIGATION up or down to select the desired contact or phone number. When a contact is selected, it expands to also show the corresponding phone number.
3. The highlighted item will move one line when you press NAVIGATION up or down; the highlighted item will scroll one page when you tap the arrows.
4. Do one of the following:
 - When the correct contact is selected, tap **Call** or press the TALK button () to make a voice call.
 - To send a text message to the selected contact, tap and hold the contact, and tap **Send Text Message**.
 - To call a different phone number associated with the selected contact, tap and hold the selected contact, and tap the phone number you want to call.



Tap and hold the contact to pop up the shortcut menu.

- Tip** To view or edit information associated with the selected contact, tap the contact's name on the shortcut menu (applies only to entries stored in Contacts on your device).

Set up Smart Dialing

1. On the Phone screen, tap **Menu > Smart Dialing Options**.
2. On the **Options** tab, select the **Enable Smart Dialing** check box.
 - Select the **Automatically expand selected contact** check box to enable a contact's name and phone number to be displayed when the contact is selected in the matching list.
 - Select the **Enable drag-scroll** check box to scroll in the matched list by dragging.
 - Select the **Enable double-click for dialing** check box to make a voice call by double-tapping the item in the matched list.
 - Select the **Expand panel when using hardware keyboard** check box to automatically expand the Smart Dialing panel when you are using the hardware keyboard to input.
 - In **Scroll unit**, you can set the amount of scrolling when tapping the arrows ( / ).

3.5 Additional Dialing Information

Make an emergency call

- Enter the international emergency number for your locale, and tap **Call**.

Tip Additional emergency numbers may be included in your SIM card. Contact your service provider for details.

Make an international call

1. Tap and hold the **number 0** key on the Phone keypad until the **+** sign appears. The **+** replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and tap **Call**. The full phone number includes country code, area code (without the leading zero, if any) and phone number.

Chapter 4

Setting Up Your T-Mobile Wing

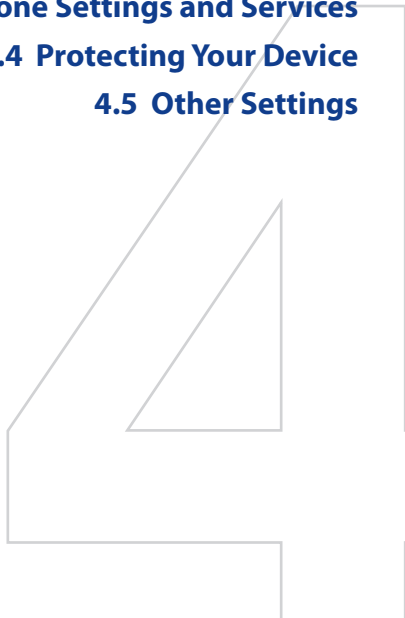
4.1 Basic Settings

4.2 Personalizing the Today Screen

4.3 Customizing Phone Settings and Services

4.4 Protecting Your Device

4.5 Other Settings



4.1 Basic Settings

Owner information

Having owner information displayed on the Today screen makes it easier for someone to return your device to you if it is lost.

To enter owner information

1. Tap **Start > Settings > Personal tab > Owner Information**.
2. On the **Identification** tab, enter your personal information.

Tip If you don't see owner information on the Today screen, tap **Start > Settings > Personal tab > Today**. On the **Items** tab, select the **Owner Info** check box.

To display owner information when the device is turned on

You can set your device to display the 'my info' screen when power is turned on. This screen shows your complete personal information.

1. Tap **Start > Settings > Personal tab > Owner Information**.
2. On the **Options** tab, select the **Identification information** check box.
3. If you want additional text displayed, tap the **Notes** tab and enter the text (for instance: Reward if found).
4. On the **Options** tab, select the **Notes** check box then tap **OK**.

Time and date

To set the time and date

1. Tap **Start > Settings > System tab > Clock & Alarms > Time** tab.
2. Select the correct time zone and change the date or time.

Note During synchronization, the time on your device is updated with the time on your PC.

To set the time and date for a different location

If you visit or communicate with someone in a particular time zone often, you can select it as your visiting time zone.

1. Tap **Start > Settings > System tab > Clock & Alarms > Time** tab.
2. Tap **Visiting**.
3. Select the correct time zone and change the time or date.

Regional settings

The style in which numbers, currency, dates, and times are displayed is specified in regional settings.

1. Tap **Start > Settings > System tab > Regional Settings**.
2. On the **Region** tab, select your region from the list.
Note This does not change the Operating System language of your device.
3. The region you select determines which options will be available on the other tabs.
4. To customize settings further, tap the appropriate tabs and select the desired options.

4.2 Personalizing the Today Screen

The Today screen shows your upcoming appointments, active tasks, and information about incoming messages. You can customize what to display on the Today screen.

To customize the Today screen

1. Tap **Start > Settings > Personal tab > Today**.
2. On the **Appearance** tab, select the desired theme for the background of the Today screen.
3. On the **Items** tab, select the items you want to appear on the Today screen.

Tip To change the order of items displayed on the Today screen, tap the item, and tap **Move Up** or **Move Down**.

To use a custom background image

You can use one of your own pictures as the background image on the Today screen. Be aware that pictures can affect the readability of text on the Today screen.

1. Tap **Start > Settings > Personal tab > Today**.
2. Select the **Use this picture as the background** check box, and tap **Browse** to view a list of your picture files.

3. Tap the file name of the picture you want to use.
4. Tap **OK**.

To set options for displaying appointments on the Today screen

If you have a large number of appointments, you may want to specify the kind of appointments that are displayed on the Today screen.

1. Tap **Start > Settings > Personal tab > Today**.
2. Tap the **Items** tab.
3. Select **Calendar** and tap **Options**.
4. Do any of the following:
 - Select **Next appointment** to show only the next appointment in your schedule, or **Upcoming appointments** to show multiple appointments.
 - Clear the **Display all day events** check box if you do not want to display all-day events.

For more information about using Calendar, see Chapter 6 and 8.

To set options for displaying tasks on the Today screen

If you have a large number of tasks, you may want to specify the kind of tasks that are displayed on the Today screen.

1. Tap **Start > Settings > Personal tab > Today**.
2. Tap the **Items** tab.
3. Select **Tasks** and tap **Options**.
4. Do any of the following:
 - Under **Display number of**, select the type of tasks you want to appear on the Today screen.
 - In the **Category** list, select whether to display only tasks assigned to a specific category or to display all tasks.

For more information about creating tasks on your device, see Chapter 6.

Customize the Start menu

You can choose which items appear in the **Start** menu.

1. Tap **Start > Settings > Personal tab > Menus**.
2. Select the check boxes of the items you want to appear in the **Start** menu. You can select up to seven items.

Tip You can also create folders and shortcuts to appear on the Start menu. Using Windows Explorer on your PC, navigate to the **/Windows/Start Menu** folder of your device, then create the folders and shortcuts that you want. You will see the added items on your device after you synchronize. For information about synchronizing your device with the computer, see Chapter 5.

4.3 Customizing Phone Settings and Services

You can customize phone settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers. You can also set up your device to use phone services such as Call Waiting, Call Forwarding, and more.

To access phone settings and services

- Tap **Menu > Options** on the Phone screen; or
- Tap **Start > Settings > Personal tab > Phone**.

Ring tone settings

To change the ring tone and ring type

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. In the **Ring tone** list, tap the sound you want to use.

Tip You can use ***.wav**, ***.mid**, ***.mp3**, or ***.wma** files that you downloaded from the Internet or copied from your PC as ring tones. Copy the sound files first to the **/Windows/Rings** folder on your device, then select the sound from the Ring tone list of your device. For more information about copying files, see Chapter 10.

3. In the **Ring type** list, choose whether to be notified of incoming calls by a ring, a vibration, or a combination of both.

Keypad tone

You can change the tone you hear when entering a phone number on the keypad. If set to Long tones, the tone is heard continuously for as long as the number on the keypad is pressed. Use this setting if you are having trouble accomplishing tasks that rely on tones from your device such as accessing messages from an answering machine. If set to Short tones, the tone is heard only for one or two seconds. If set to Off, no tone will be heard.

1. From the Phone keypad, tap **Menu > Options > Phone** tab.
2. In the **Keypad** list, tap the option you want.

Phone services

Your device can directly link to the mobile phone network, and allow you to access and change the settings of various phone services for your device. Phone services may include Call Forwarding, Call Waiting, Voicemail, and more. Contact T-Mobile to find out about the availability of phone services for your device.

To access and change settings of phone services

1. Tap **Start > Settings > Personal** tab > **Phone > Services** tab.
2. Select the service you want to use, then tap **Get Settings**.
3. Choose your desired options, then tap **OK**.

For more information about customizing settings of phone services, see Help on your device.

4.4 Protecting Your Device

Protect your SIM card with a PIN

You can protect your SIM card from unauthorized use by assigning a PIN (personal identification number). Your default PIN is 1234.

To change the PIN:

1. On the Phone screen, tap **Menu > Options > Phone** tab.
2. Select the **Require PIN when phone is used** check box.
3. To change the PIN at any time, tap **Change PIN**.

Tip Emergency calls can be placed at any time, without requiring a PIN.

Protect your device with a password

You can help keep your data more secure by requiring a password every time the device is turned on. You create your own password when you begin using your device.

To set a device password

1. Tap **Start > Settings > Personal** tab > **Lock**.
2. Select the **Prompt if device unused for** check box, and in the box to the right, select how long your device must be idle before a password is required. In the **Password type** box, select the type of password you would like to use. Enter the password and, if necessary, confirm the password.

If your device is configured to connect to a network, use an alphanumeric password for increased security for your device.

3. On the **Hint** tab, enter a phrase that will help you remember your password, but does not allow others to guess your password.
4. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

- Notes**
- To ensure you can always make emergency calls, do not begin your password with the digits of your local emergency number.
 - The hint will be displayed after the wrong password is entered four times.
 - Each time a wrong password is entered, the device response time gets longer until the device appears to be not responding.

To unlock your device

1. Enter your device password when you are prompted.
2. Tap **Unlock**.

Note If you forget your password, you can hard reset or clear the device memory. Before you do this, make sure you back up your data and files to your PC so that you can restore them back to your device. See Chapter 14 for details.

Encrypt data on your storage card

1. On the Today screen, tap **Start > Settings > System** tab > **Encryption**.
2. Select **Encrypt files placed on storage cards**.

Notes

- Encrypted files can be read only on the device that encrypted them.
- Encrypted files are opened just like other files, provided you are using the device that encrypted them. There is no separate step for you to take to read these files.

4.5 Other Settings

Device name

The device name is used to identify your device in the following situations:

- Synchronizing with a PC
- Connecting to a network
- Restoring information from a backup

Note If you synchronize multiple devices with the same PC, each device must have a unique name.

To change the device name

1. Tap **Start > Settings > System** tab > **About**.
2. Tap the **Device ID** tab.
3. Enter a name.

Note The device name must begin with a letter, consist of letters from **A** to **Z**, numbers from **0** to **9**, and cannot contain spaces. Use the underscore character to separate words.

Display settings

To adjust screen brightness

1. Tap **Start > Settings > System tab > Backlight.**
2. On the **Brightness** tab, move the slider right to increase the brightness, or left to decrease the brightness.

To set the backlight to dim after a time delay

1. Tap **Start > Settings > System tab > Backlight.**
2. Tap the **Battery power** tab, or the **External power** tab.
3. Select the **Turn off backlight if device is not used for** check box, and specify the time delay.

To increase or decrease the size of text on the screen

1. Tap **Start > Settings > System tab > Screen > Text Size** tab.
2. Move the slider to increase or decrease the text size.

Note For more information about adjusting display settings to save battery power, see "Battery Saving Tips" in Chapter 13.

Button settings

To reassign programs or shortcuts to program buttons

Your device may come with programs already assigned to hardware buttons. You can customize these buttons to open the programs you use most, or to perform certain shortcuts such as changing the screen orientation, opening the Today screen, or opening Input Panel.

1. Tap **Start > Settings > Personal tab > Buttons.**
2. A list of buttons and their current assignments are displayed on the **Program Buttons** tab.
3. Tap the button you want to reassign. To help you identify the buttons, there are numbers and icons representing the original function of the button.
4. In the **Assign a program** box, tap the program or shortcut you want to assign.
5. Tap **OK.**

Word completion options

Word completion helps you enter text faster by suggesting words as you enter letters using the hardware keyboard or input methods. You can set the number of suggested words to display, when to show the word list, and more.

1. Tap **Start > Settings > Personal tab > Input > Word Completion** tab.
2. Make sure the **Suggest words when entering text** check box is selected.
3. By default, the suggested word list appears whenever you enter a space. To make the word list appear after letters are entered, select the number of letters that you want to be entered before displaying the word list.
4. The suggested word list shows up to four words by default. You can change the number of words to display in the suggested list.
5. Make sure the **Enable Auto Correct** check box is selected if you want mistyped words to be corrected automatically.

Tip The word database learns and adds more words as you enter new words during text entry. To delete the added words and reset the database back to the default, tap **Clear Stored Entries**.

Keyboard sound

You can set your device to produce a sliding sound when you slide the hardware keyboard in or out.

1. Tap **Start > Settings > Personal tab > Keyboard Sliding Sound**.
2. Select the **Sliding sound** check box to enable the sound.
3. Tap the Down Arrow icon (▼) and select a style of sound from the list. Each style contains two sounds, one for sliding in and another for sliding out the keyboard.
4. You can preview the sound effect of the selected style by tapping the **Play** button (▶). It plays the slide-out sound first, and then the slide-in sound. To stop playback, tap the **Stop** button (■).

Alarms and notifications

To set an alarm

1. Tap **Start** > **Settings** > **System** tab > **Clock & Alarms** > **Alarms** tab.
2. Tap <**Description**> and enter a name for the alarm.
3. Tap the day of the week for the alarm. You can select multiple days by tapping each desired day.
4. Tap the time to open a clock and set the time for the alarm.
5. Tap the alarm icon (🔔) to specify the type of alarm you want. You can choose a flashing light, a single sound, a repeating sound, or vibration.
6. If you choose to play a sound, tap the list next to the **Play sound** check box and tap the sound you want.

To choose how to be notified about events or actions

1. Tap **Start** > **Settings** > **Personal** tab > **Sounds & Notifications**.
2. On the **Sounds** tab, choose how you want to be notified by selecting the appropriate check boxes.
3. On the **Notifications** tab, in **Event**, tap an event name and choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, or a flashing light.

Tip Turning off sounds and the flashing light helps conserve battery power.

Chapter 5

Synchronizing Information With Your Computer

5.1 About Synchronization

5.2 Setting Up Windows Mobile® Device Center on Windows Vista

5.3 Setting Up ActiveSync® on Windows XP

5.4 Synchronizing With Your Computer

5.5 Synchronizing via Bluetooth

5.6 Synchronizing Music and Video



5.1 About Synchronization

You can take information from your computer wherever you go by synchronizing them to your device. The following types of information can be synchronized between your computer and your device:

- **Microsoft® Office Outlook® information**, which include Outlook e-mail, contacts, calendar, tasks, and notes
- **Media**, such as pictures, music and video
- **Favorites**, which are the bookmarked links to your favorite web sites
- **Files**, such as documents and other files

Before you can synchronize, you need to install and set up first the synchronization software on your computer. For more information, see “Setting Up Windows Mobile® Device Center on Windows Vista” and “Setting Up ActiveSync for Windows XP®.

Ways to synchronize

After you have installed the synchronization software to your computer, connect and synchronize your device with your computer by using one of the following methods:

- Connect and synchronize using the supplied USB sync cable. Upon connecting the sync cable to your device and your computer, the synchronization process starts automatically.
- Connect and synchronize using Bluetooth. You must first set up a Bluetooth partnership between your device and your computer before you can synchronize information between them using Bluetooth. For more information about setting up a Bluetooth partnership, see Chapter 11. For information about synchronizing through Bluetooth, see “Synchronizing via Bluetooth” later in this chapter.

Try to synchronize frequently in order to keep information up-to-date in both your device and your computer.

Note You can also synchronize Outlook e-mail, contacts, calendar, and tasks on your device with the Exchange Server at your work. For more information about setting up your device to synchronize with the Exchange Server, see Chapter 8.

5.2 Setting Up Windows Mobile® Device Center on Windows Vista

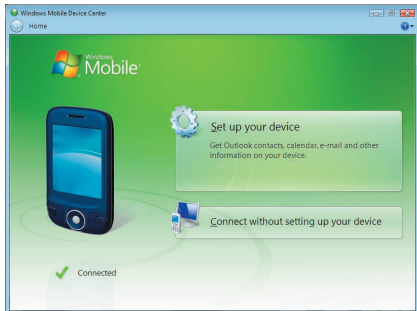
Microsoft Windows Mobile® Device Center is the replacement for Microsoft® ActiveSync® on Windows Vista™.

Note Some versions of Windows Vista come with Windows Mobile Device Center already installed. If Windows Mobile Device Center is not available on your Windows Vista, you can install it from the Getting Started Disc that came with your device.

Set up synchronization in Windows Mobile Device Center

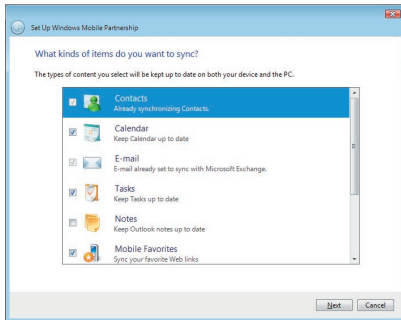
When you connect your device to your PC and start Windows Mobile Device Center for the first time, you are asked to create a Windows Mobile partnership with your device. Follow the steps below to create a partnership.

1. Connect your device to your PC. Windows Mobile Device Center configures itself and then opens.
2. On the license agreement screen, click **Accept**.
3. On the Windows Mobile Device Center's Home screen, click **Set up your device**.



Note Choose **Connect without setting up your device** if you only want to transfer media files, check for updates, and explore your device but not sync Outlook information.

4. Select the items that you want to synchronize then click **Next**.



5. Enter a device name and click **Set Up**.

When you finish the setup wizard, Windows Mobile Device Center synchronizes your device automatically. Notice that Outlook e-mails and other information will appear on your device after synchronization.

Use Windows Mobile® Device Center

To open Windows Mobile® Device Center, click **Start > All Programs > Windows Mobile Device Center** on your Windows Vista computer.



On Windows Mobile Device Center, you can do the following:

- Click **Mobile Device Settings** to view and change synchronization settings.
- When you click **Pictures, Music and Video > Import pictures/video** from your device, a wizard guides you to tag and transfer photos from your device to the Photo Gallery on your Windows Vista PC.
- Click **Pictures, Music and Video > Add media** to your device to synchronize music and video files using Windows Media® Player. For more information, see “Using Windows Media® Player Mobile” in Chapter 12.
- Click **File Management > Browse the contents of your device** to view documents and files from your device.

Note See Windows Mobile Device Center Help for more information.

5.3 Setting Up ActiveSync® on Windows XP

The Getting Started Disc that comes with your device contains Microsoft® ActiveSync® 4.5 or later. Follow the steps in this section to install and set up ActiveSync on Windows XP or other compatible Windows systems.

- Notes**
- You can also download ActiveSync 4.5 from the Microsoft ActiveSync web site:
<http://www.microsoft.com/windowsmobile/activesync/activesync45.mspx>
 - From the above web site, you will find the system requirements for ActiveSync 4.5.

Install ActiveSync

1. Insert the Getting Started Disc into the disc drive on your PC.

Note You can also download ActiveSync 4.5 from:

<http://www.microsoft.com/windowsmobile/activesync/activesync45.mspx>.

2. Click **Setup and Installation**.
3. Select the **ActiveSync** check box and click **Install**.
4. Read the license terms and click **Accept**.

5. When installation is complete, click **Done**.
6. On the Getting Started with Windows Mobile screen, click **Close**.

Set up synchronization in ActiveSync

Follow the steps below to set up a synchronization partnership.

1. Connect your device to your PC. The Synchronization Setup Wizard automatically starts and guides you to create a synchronization partnership. Click **Next** to proceed.
2. To synchronize your device with your PC, clear the **Synchronize directly with a server running Microsoft Exchange** check box then click **Next**.
3. Select the items that you want to synchronize then click **Next**.
4. Select or clear the **Allow wireless data connections** check box according to your preference.
5. Click **Finish**.

When you finish the wizard, ActiveSync synchronizes your device automatically. Notice that Outlook e-mails and other information will appear on your device after synchronization.

5.4 Synchronizing With Your Computer

Connect and synchronize your device with your PC using the USB cable or Bluetooth connection.

Start and stop synchronization



You can manually synchronize either from your device or PC.

From your device

- Tap **Start > Programs > ActiveSync**, then tap **Sync**.
- To end synchronization before it completes, tap **Stop**.



Tip To delete a partnership with one PC completely, tap **Menu > Options**, tap the computer name, then tap **Delete**.

From Windows Mobile Device Center

1. Click **Start > All Programs > Windows Mobile Device Center**.
2. Click  at the lower left of the Windows Mobile Device Center.
To end synchronization before it completes, click .

From ActiveSync on your PC

When you connect your device to your PC, ActiveSync automatically opens on your PC and synchronizes.

- To manually start synchronization, click .
- To end synchronization before it completes, click .

Change which information is synchronized

You can change the information types and the amount of information to synchronize for each type either on your device or your PC. Follow the steps below to change synchronization settings on your device.

Note Before changing synchronization settings on your device, disconnect it from your PC.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the check box for any items you want to synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
3. To change synchronization settings for an information type, for instance, **E-mail**, select it and tap **Settings**.


You can then set the download size limit, specify the time period of information to download, and more.

- Notes**
- Some information types such as Favorites, Files and Media cannot be selected in ActiveSync Options on your device. You can only select or clear these items from your PC's Windows Mobile Device Center or ActiveSync.
 - A PC can have sync partnerships with many different Windows Mobile powered devices, but a device can have sync partnerships with at most two PCs only. To ensure that your device will synchronize properly with both PCs, set up the second PC using the same synchronization settings you used on the first PC.
 - Outlook e-mail can be synchronized with only one computer.

Troubleshooting sync connection problems

The desktop Microsoft ActiveSync 4.0 and later versions utilize a network type of connection with Windows Mobile powered devices, since this allows faster data transfer than a serial USB connection. When the PC is connected to the Internet or a local network, in some cases, the PC may disconnect the connection with your device in favor of the Internet or network connection.

If this happens, tap **Start > Settings > Connections** tab > **USB to PC**, then clear the **Enable advanced network functionality** check box. This makes your PC utilize a serial USB connection with your device.

The **USB to PC** () icon appears on the Today Screen when serial USB connection is used.

5.5 Synchronizing via Bluetooth

You can connect and synchronize your device with the PC using Bluetooth.

To synchronize with a computer via Bluetooth

1. Set up Windows Mobile Device Center or ActiveSync on your PC to synchronize through Bluetooth. See the program's Help for instructions.
2. On your device, tap **Start > Programs > ActiveSync**.
3. Make sure that Bluetooth on both your device and the computer are turned on and set to visible mode. For more information, see "Using Bluetooth" in Chapter 11.
4. Tap **Menu > Connect via Bluetooth**. Make sure the Bluetooth function of both your device and the computer are turned on and set to visible mode.
5. If this is the first time you have connected to this computer via Bluetooth, you must first complete the Bluetooth wizard on your device and set up a Bluetooth partnership between your device and the computer. For more information about creating a Bluetooth partnership, see "Bluetooth partnerships" in Chapter 11.

- Notes**
- To preserve battery power, turn off Bluetooth when not in use.
 - To connect and synchronize your device with a computer via Bluetooth, your computer must have built-in Bluetooth or installed with a Bluetooth adapter or dongle.

5.6 Synchronizing Music and Video

If you want to carry your music or other digital media along with you while you travel, set up Microsoft® Windows Media® Player on your computer to synchronize music and video with your device.

Other than selecting the **Media** information type to be synchronized, all media synchronization settings must be set in Windows Media Player.

Before media can be synchronized, you must do the following:

- Install Windows Media Player 11 on the PC. (Windows Media Player 11 works only in Windows XP or later versions).
- Connect your device to the PC with a USB cable. If your device is currently connected using Bluetooth, you must end that connection before media can be synchronized.
- Set up a sync partnership between your device and your PC's Windows Media Player.

Note Use Windows Media Player 11 to properly transfer digitally protected music files from your computer to your device. If you do not use Windows Media Player 11 to synchronize the files, you will not be able to play them on your device.

For more information about using Windows Media Player on your device, see Chapter 12.

Chapter 6

Organizing Contacts, Appointments, Tasks, and Other Information

6.1 Managing Your Phonebook

6.2 Contacts

6.3 SIM Manager

6.4 T-Mobile® myFavesSM

6.5 Calendar

6.6 Tasks

6.7 Notes

6.8 Voice Notes

6.1 Managing Your Phonebook

Your T-Mobile Wing gives you several ways to store and manage phone numbers and other information about your contacts.

- Use **Contacts** to create and save contacts on your T-Mobile Wing's memory or your SIM card.
- Use **SIM Manager** to store and manage SIM contacts.

6.2 Contacts

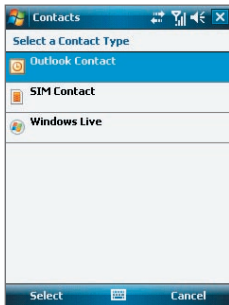
Contacts is your address book and information storage for the people and businesses you communicate with. There are three types of contacts that you can create on your device:

- **Outlook contacts.** Contacts that are stored on your device, which can be created on your device or synchronized with your PC or the Exchange Server. For each contact, you can store phone numbers, e-mail addresses, instant messaging (IM) names, company and home addresses, and information such as a job title, birthday, and a lot more. You can also add a picture and assign a ring tone to an Outlook contact.
- **SIM contacts.** Contacts that are stored on the SIM card. Only the name and a phone number can be stored for each entry.
- **Windows Live contacts.** Contacts that you communicate with using Windows Live Messenger or MSN. Just like Outlook contacts, you can also enter complete information for a Windows Live contact. For more information, see "Add Windows Live contacts" in Chapter 9.

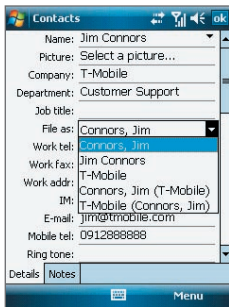
Add new contacts

To add a contact on your device

1. Tap **Start > Programs > Contacts**.
2. Tap **New**, select **Outlook Contact**, and enter the contact information.



3. In the **File as** field, choose how you want the contact name to appear in the contact list.



4. To add a photo of the contact, tap **Select a picture**, then select the picture file or tap **Camera** to take a photo of the contact. This photo appears on the Phone screen when you receive a call from the contact.

5. To assign a ring tone to the contact, tap the **Ring tone** field, scroll through the list of tones, then select a desired tone.
6. When finished, tap **OK**.

- Tip**
- If someone who is not in your list of contacts calls you, you can create a contact from Call History by tapping and holding a phone number and then tapping **Save to Contacts** from the shortcut menu.
 - To save a phone number that is contained in a message, tap the phone number, then tap **Menu > Save to Contacts**.
 - To edit contact information, tap the contact name then tap **Menu > Edit**.

To add a contact to your SIM card

1. Tap **Start > Programs > Contacts**.
2. Tap **New** then select **SIM Contact**.
3. Enter a contact name and phone number.
4. Tap **OK**.

- Tip** You can also use the SIM Manager to add and edit contacts on your SIM card. For more information, see "SIM Manager" later in this chapter.

Organize and search

To group similar contacts

You can group similar contacts for easier management by assigning them to categories.

1. Create a new contact, or select an existing contact to edit.
2. Tap **Categories**.
3. Select a preset category such as Business or Personal, or tap **New** to create your own category.
4. When finished, tap **OK**.

To view contacts by category, tap **Menu > Filter** then select the desired category.

- Note** If your contact list has been filtered by a category, that category is automatically assigned when you create a new contact.

To work with the contact list

There are several ways to use and customize the contact list. Here are a few tips:

1. Tap **Start > Programs > Contacts**.
2. In the contact list, do any of the following:
 - In Name view, you can search for a contact by entering a name or number, or by using the alphabetical index. To switch to Name view, tap **Menu > View By > Name**.
 - To see a summary of information about a contact, tap the contact. From there you can also make a call or send a message.
 - To see a list of available actions for a contact, tap and hold the contact.
 - To see a list of contacts employed by a specific company, tap **Menu > View By > Company**, then tap the company name.

To find a contact on your device

There are several ways to find a contact when your contact list is long.

1. Tap **Start > Programs > Contacts**.
2. If you are not in Name view, tap **Menu > View By > Name**.
3. Do one of the following:
 - Begin entering a contact name in the provided text box until the contact you want is displayed. To show all contacts again, clear the text box.
 - Use the alphabetical index displayed at the top of the contact list.
 - Filter the list by categories. In the contact list, tap **Menu > Filter**, then tap a category you've assigned to a contact. To show all contacts again, select **All Contacts**.

Share contact information

To beam a contact's details

You can quickly send contact information to another mobile phone or device through Bluetooth beaming.

1. Tap **Start > Programs > Contacts**, then select a contact.
2. Tap **Menu > Send Contact > Beam**.
3. Select a device where to beam the contact to.

Note Before you can beam, make sure Bluetooth is turned on and set to visible mode on your device and the target mobile device. You can also beam contact information to your PC. For more information, see "Bluetooth" in Chapter 11.

To send contact information via text messaging

1. Tap **Start > Programs > Contacts**, then select a contact.
2. Tap **Menu > Send Contact > Text\Multimedia**.
3. Select the contact information you want to send, then tap **Done**.
4. In the new text message, enter the mobile phone number of the recipient, then tap **Send**.

To send contact information as a vcard

A vCard (virtual business card) is a standard file format used for exchanging contact information. vCard files can be exported to Outlook on the PC. From your device, you can send a vcard containing contact information as a file attachment in a picture message.

1. Tap **Start > Programs > Contacts**, then select a contact.
2. Tap **Menu > Send as vCard**.
3. A new picture message is created with the vcard file attached. Enter the mobile phone number or e-mail address of the recipient then tap **Send**.

For more information, see "Picture Messages" in Chapter 7.

6.3 SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer contacts from your SIM card to your device or vice versa, and make a call to a SIM contact.

To create a contact on your SIM card

1. Tap **Start > Accessories > SIM Manager**.
2. Tap **New** and enter a contact name and phone number.
3. Tap **Save** to save the information on your SIM card.

Tip: To change contact information on your SIM card, tap a SIM contact and edit it. After modifying, tap **Save**.

To copy SIM contacts to your device

If you have saved contacts on your SIM card, you can copy them into Contacts on your device.

1. Tap **Start > Accessories > SIM Manager**.
2. Select the desired item, or select all SIM contacts by tapping **Menu > Select All**.
3. Tap **Menu > Save to Contacts**.

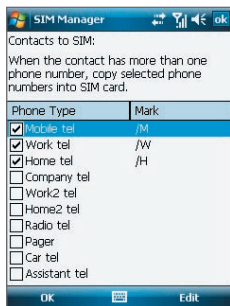
To copy contacts to the SIM card

Only one phone number per contact name can be stored on a SIM card. When you copy a contact that has several phone numbers to your SIM card, SIM Manager saves each number under a separate name.

To save each number under a different contact name on the SIM card, SIM Manager appends an indicator at the end of each name. By default, /M, /W and /H are appended to indicate mobile, work and home phone numbers respectively. You can edit this indicator first before you start copying contacts to your SIM card. Indicators of the other types of phone numbers are left empty for you to define them.

1. Tap **Start > Accessories > SIM Manager**, then tap **Menu > Tools > Options**.
2. Select the check boxes of the types of phone numbers that you want to be added to the SIM card.

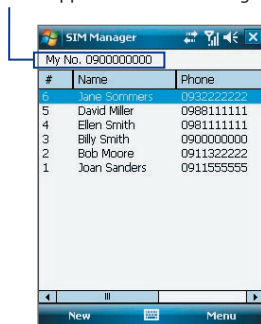
- Under the **Mark** column, you can change the indicator that will be appended to the SIM contact names for each phone number type. To do so, select a phone type, tap **Edit**, enter your desired indicator, then tap **Save**.
- After modifying, tap **OK**.
- Tap **Menu > Contacts to SIM**.
- Select the check boxes of the contact's phone numbers that you want to copy to your SIM card, then tap **Save**.



To store your SIM card's phone number

- On the SIM Manager screen, tap **Menu > Tools > List of Own Numbers**.
- Tap **Voice Line 1**.
- Change the name, if desired, then enter your mobile phone number.
- Tap **Save**.

When your phone number is stored on the SIM card, it will appear on the SIM Manager screen.



6.4 T-Mobile® myFavesSM

T-Mobile® myFavesSM helps you stay connected to the people who matter most in your life. Simply choose any five U.S. phone numbers* you call most often, on any network, and have them displayed on your phone's main screen.

For more information about the benefits of using T-Mobile® myFavesSM and how to subscribe to this service, visit <http://www.t-mobile.com>.

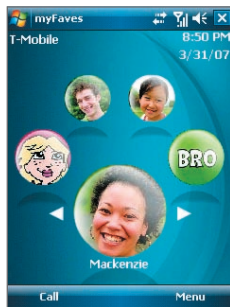
myFaves on the Today screen


Once your subscription to T-Mobile® myFavesSM service has been activated, myFaves will show on the Today screen. You can add contacts by simply tapping the circles that you see on the Today screen. You can also associate your contacts with preset icons or their actual photos.



Use the NAVIGATION Left/Right Control of your device to scroll through your myFaves contacts and then press ENTER to add, edit or view a contact.

myFaves program



Tapping  on the Today screen or tapping **Start > Programs > myFaves** opens the myFaves program.

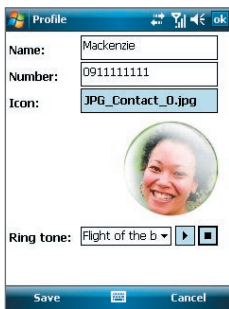
On the myFaves program screen, tap a circle to select a contact, or press NAVIGATION Left/Right to scroll to a desired contact and then press ENTER to select it.

Add myFaves contacts

To add myFaves contacts, you can create new contacts or add existing contacts from your device or SIM card.

To create a new myFaves contact

1. Tap an empty circle on the Today screen or the myFaves program.
2. Tap **Create New**.
3. Enter the contact's name and phone number (must be a 10-digit number).
4. Tap **Change Icon** to associate an image to your contact.



5. Select a ring tone so you can immediately identify the contact when he or she calls you.
6. Tap **Save**.

To add a contact from your device or SIM card

1. Tap an empty circle on the Today screen or the myFaves program.
2. Tap **Get from Contacts**.
3. Scroll through the contacts list and select a contact.
4. If the selected contact has more than one phone number, choose a number that you usually call.
5. If the contact already has an assigned photo, you'll see a preview of the image. Tap **Yes** to use the same image in myFaves. Otherwise, tap **Change Icon** to associate another image.

6. Select a ring tone so you can immediately identify the contact when he or she calls you.
7. Tap **Save**.

To edit a myFaves contact

1. Tap to select a myFaves contact.
2. Tap **Options** and select one of the following:
 - **Edit Profile.** Modify the contact's name or phone number.
 - **Edit Email.** Assign up to three e-mail addresses to your contact.
 - **Change Icon.** Associate another image to your contact.
 - **Replace Contact.** Replace with another contact.
 - **Set as Favorite.** Set the current contact as your primary myFaves contact. It will appear as your first myFaves contact on the Today screen, and will also be selected automatically whenever you launch the myFaves program.

Note Additional charges may apply when you replace myFaves contacts. Check with T-Mobile for details.

Call and send messages

After tapping a myFaves contact on the Today screen or the myFaves program, you can do one of the following:

- **Call.** Place a call to the contact.
- **Send Email.** Send an e-mail message.
- **Send Message.** Send a text message.
- **Share Picture.** Select an image or take a photo then send it as a picture message.
- **Share Video.** Select a video file or shoot a video clip then send it as a picture message.
- **Send Voice Note.** Record your voice then send it in a picture message.



6.5 Calendar

Use **Calendar** to schedule appointments, including meetings and other events. Your appointments for the day can be displayed on the Today screen. If you use Outlook on your PC, you can synchronize appointments between your device and PC. You can also set Calendar to remind you of appointments with a sound or flashing light, for example.

Create appointments

To schedule an appointment

1. Tap **Start > Calendar**.
2. Tap **Menu > New Appointment**.
3. Enter a name for the appointment.
4. Do one of the following:
 - If it is a special occasion such as a birthday or a whole-day event, set the **All Day** option to **Yes**.
 - If there is a time frame for the appointment, select the start and end dates and time.
5. Specify the type of category for your appointment, so that it can be grouped with other related appointments. Tap **Categories**, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap **New** to create your own category.
6. When finished, tap **OK** to return to the calendar.

- Notes**
- All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.
 - To cancel an appointment, tap the appointment and tap **Menu > Delete Appointment**.

- Tips**
- To have the time entered automatically in Day view, tap the time slot for the new appointment, and tap **Menu > New Appointment**.

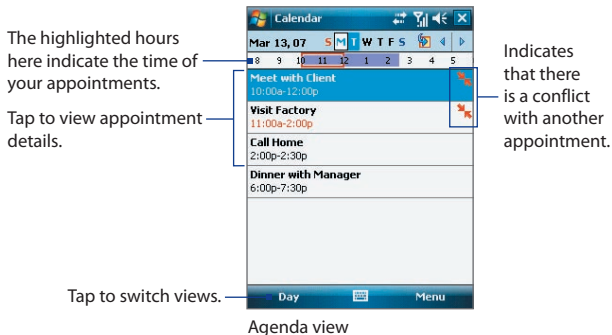
To set a default reminder for all new appointments

You can have a reminder automatically turned on for all new appointments you schedule.





1. Tap **Start > Calendar**.
2. Tap **Menu > Options > Appointments** tab.
3. Select the **Set reminders for new items** check box.
4. Set the time when you want the reminder to alert you.
5. Tap **OK** to return to the calendar.

View appointments

By default, Calendar displays appointments in **Agenda** view. You can also look at your appointments in **Day, Week, Month, and Year** views.



- To see detailed appointment information in any view, tap the appointment.
- To view appointments by category, tap **Menu > Filter** then select the desired category.
- To change the default view that Calendar uses to display appointments, tap **Menu > Tools > Options > General** tab. Tap the **Start in** box then choose the calendar view.

- When in Month view, you will see the following indicators:
 -  Morning appointment
 -  Afternoon or evening appointment
 -  Both morning and afternoon/evening appointments
 -  All-day event

Send appointments

To send a meeting request

Use Calendar to schedule meetings via e-mail with contacts who use Outlook or Outlook Mobile.

1. Tap **Start > Calendar**.
2. Schedule a new appointment, or open an existing one and tap **Edit**.
3. Tap **Attendees** then add the contacts whom you want to invite.

Note You can specify if an attendee is required or optional only if your device is connected to a Microsoft Exchange 2007 server. Otherwise, all attendees are designated as required. For more information, see Chapter 8.

4. Tap the name of the contact you want to invite.
5. To invite each additional attendee, tap **Add** and tap the name.
6. Tap **OK** to send.

Tip To choose the e-mail account to use for sending meeting requests, tap **Menu > Tools > Options > Appointments** tab. Tap the **Send meeting requests via** box and choose to send via your Outlook E-mail, POP3/IMAP4 or Windows Live account.

- Notes**
- If you're sending the meeting request using your Outlook E-mail account, it will be sent to the attendees the next time you synchronize your device with your PC or Exchange Server.
 - When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.

To send appointment details as a vCalendar

A vCalendar is a standard file format used for exchanging scheduling and task information. vCalendar files can be exported to Outlook on the PC.

Tap **Menu > Send as vCalendar** to send a vCalendar containing appointment details as a file attachment in a picture message. For more information, see “Picture Messages” in Chapter 7.

6.6 Tasks

Use **Tasks** to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organize them using categories.

Your tasks are displayed in a task list. Overdue tasks are displayed in red.

To create a task

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > New Task**, enter a subject for the task, and fill in information such as start and due dates, priority, and so on.
3. Specify the type of category for your task, so that it can be grouped with other related tasks. Tap **Categories**, then select a preset category (Business, Holiday, Personal, or Seasonal), or tap **New** to create your own category.
4. When finished, tap **OK**.

Tip You can easily create a short, to-do type task. Simply tap the **Tap here to add a new task** box, enter a subject, and tap the Enter button on the on-screen keyboard. If the task entry box is not available, tap **Menu > Options** and select the **Show Tasks entry bar** check box.

To change the priority of a task

Before you can sort tasks by priority, you need to specify a priority level for each task.

1. Tap **Start > Programs > Tasks**.
2. Tap the task you want to change the priority for.

3. Tap **Edit**, and in the **Priority** box, tap a priority level.
4. Tap **OK** to return to the task list.

Note All new tasks are assigned a Normal priority by default.

To set a default reminder for all new tasks

You can have a reminder automatically turned on for all new tasks you create.

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Set reminders for new items** check box.
4. Tap **OK** to return to the task list.

Note The new tasks must have due dates set in order for the reminder to take effect.

To show start and due dates in the task list

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Show start and due dates** check box.
4. Tap **OK**.

To locate a task

When your list of tasks is long, you can display a subset of the tasks or sort the list to quickly find a specific task.

1. Tap **Start > Programs > Tasks**.
2. In the task list, do one of the following:
 - Sort the list. Tap **Menu > Sort By**, and tap a sort option.
 - Filter the list by category. Tap **Menu > Filter**, and tap the category you want displayed.

Tip To filter your tasks further, tap **Menu > Filter > Active Tasks** or **Completed Tasks**.

To send task information as a vCalendar

Tap **Menu** > **Send as vCalendar** to send a vCalendar containing task details as a file attachment in an MMS message. For more information, see “Picture Messages” in Chapter 7.

6.7 Notes

Notes helps you to quickly capture thoughts, questions, reminders, to-do lists, and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability, and send notes to others.

Enter information in Notes

There are several ways to enter information in a note. You can enter typed text by using the on-screen keyboard or handwriting recognition software. You can use the stylus to write or draw directly on the screen.

To set the default input mode for Notes

If you frequently add drawings to your notes, you may find it helpful to set **Writing** as the default input mode. If you prefer typed text, select **Typing**.

1. Tap **Start** > **Programs** > **Notes**.
2. In the note list, tap **Menu** > **Options**.
3. In the **Default mode** box, tap one of the following:
 - **Writing** if you want to draw or enter handwritten text in a note.
 - **Typing** if you want to create a typed note.
4. Tap **OK**.

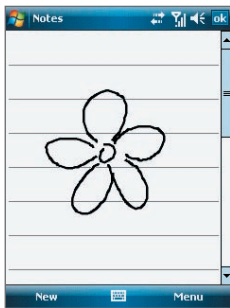
To create a note

1. Tap **Start** > **Programs** > **Notes**. In the note list, tap **New**.
2. Tap the **Input Selector** arrow next to the **Input Method** icon on the menu bar, tap the input method you want, and enter your text.
3. If the **Input Selector** arrow is not displayed, tap the **Input Method** icon.
4. When finished, tap **OK** to return to the note list.

- Notes**
- To select handwritten text, tap and hold next to the writing. As soon as dots appear, and before they form a complete circle, quickly drag across the writing.
 - If a letter crosses three ruled lines, it is treated as a drawing rather than text.

To draw in a note

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **New**.
3. To draw on the screen, use the stylus like a pen.





Drawing on the screen

4. A selection box appears around your drawing.
 5. When finished, tap **OK** to return to the note list.
- Note** To select a drawing (for example, to copy or delete it), tap and hold the drawing briefly. When you lift the stylus, the drawing is selected.

Record a voice note

You can create a stand-alone recording (voice note) or you can add a recording to a note.

To create a voice note

1. Tap **Start > Programs > Notes**.
2. Do one of the following:
 - To create a stand-alone recording, record from the note list.
 - To add a recording to a note, create or open a note.
3. If you do not see the Recording toolbar, tap **Menu > View Recording Toolbar**.
4. Tap the **Record** icon () to begin recording.
5. Hold your device's microphone near your mouth or other source of sound.
6. Tap the **Stop** icon () when finished recording.
7. If you are adding a recording to a note, tap **OK** to return to the note list when finished.
8. If you are recording in an open note, an icon will appear in the note.
9. If you are creating a stand-alone recording, the recording will appear in the note list.

To change recording formats

1. Tap **Start > Settings > Personal tab > Input**.
2. Tap the **Options** tab, and select the desired format you want in the **Voice recording format** list.
3. Tap **OK**.


Note You can also change recording formats from within Notes. In the note list, tap **Menu > Options > Global Input Options** link (at the bottom of the page), then tap the **Options** tab.

6.8 Voice Notes

Voice Notes lets you record your voice and then quickly send it in a picture message or e-mail, beam it, or set the recorded voice as your ringtone.


Note Voice Notes saves voice recordings in AMR-NB (Adaptive Multi-Rate Narrowband) format only. This is a common speech audio format used in mobile devices.

To record your voice


1. Tap **Start > Programs > Voice Notes**.
2. Hold the device's microphone near your mouth.
3. Tap **Record** or  to start recording a voice clip. You can tap **Pause** to temporarily stop recording. When you want to continue recording, tap **Resume**.
4. Tap **Stop** to stop recording.

All recordings are saved in the **My Voices** folder by default. You can choose another folder to save voice recordings by tapping beside the folder name on the top-left of the screen and then in the menu, choose the folder where to save future recordings.

To play back a voice recording

1. On the Voice Notes screen, select the voice recording you want to play back.
2. Tap . You can also double-tap the voice recording to play it back.

Notes

- Tap  to increase the volume; Tap  to decrease the volume.
- Tap  to toggle between muting and unmuting the volume.

To send the voice recording in a picture message

1. On the Voice Notes screen, select the voice recording you want to send.
2. Tap **Menu > Send via MMS**. A new picture message is then created with the voice recording automatically inserted as an audio clip.

See "Picture Messages" in Chapter 7 to learn how to compose and send picture messages.

To send the voice recording via e-mail

1. On the Voice Notes screen, select the voice recording you want to send.
2. Tap **Menu > Send > Outlook E-mail**. This opens Outlook E-mail with the voice recording automatically inserted as a file attachment in a new e-mail message.

See “Using E-mail” in Chapter 7 to learn how to compose and send e-mail messages.

To beam the voice recording

1. On the Voice Notes screen, select the voice recording(s) you want to beam.
2. Tap **Menu > Beam File**.
3. Tap the device you want to send the voice recording(s) to.
4. On the other device, accept the file transfer to receive the file.

To set the voice recording as a ring tone

1. On the Voice Notes screen, select the voice recording you want to set as your device’s ring tone.
2. Tap **Menu > Set as Ringtone**.

To rename or move a recording

1. On the Voice Notes screen, select the voice recording you want to rename or move to another location.
2. Tap **Menu > Rename/Move**.
3. Enter the new **Name** for the voice recording.
4. To move the voice recording, select the new destination **Folder** and **Location**.
5. Tap **OK**.

Tip If multiple voice recordings are selected, you can only move the files but not rename them.

Chapter 7

Exchanging Messages

7.1 Messaging

7.2 Text Messages

7.3 Picture Messages

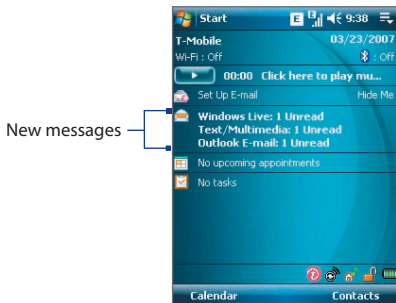
7.4 Set Up E-Mail

7.5 Using E-mail

7.6 Using Keyboard Shortcuts

7.1 Messaging

Messaging is where your text messages (SMS), multimedia messages (MMS), and e-mails are located. When you receive new messages, you can open them from the Today screen. Simply tap the type of message that you want to open.



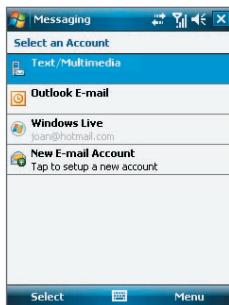
To select a messaging account

Do one of the following:

- Tap **Start > Messaging**. The Account Picker screen then appears where you can select an account.
- While you are in a message list of a certain account, for example Text/ Multimedia, tap **Menu > Go To** to switch to other types of messaging accounts.

To configure message account settings

- Tap **Menu > Options** on the Account Picker screen; or
- Tap **Menu > Tools > Options** while you're in a message list.



Account Picker screen

7.2 Text Messages

Send short text messages (SMS) up to 160 characters long to other mobile phones. For quicker and easier typing, use the sliding keyboard to enter your message.

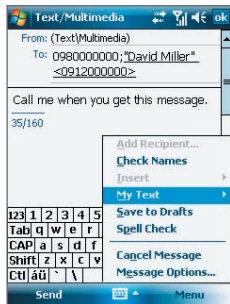
Send text messages

To compose and send a text message

1. Tap **Start > Messaging > Text/Multimedia**.
2. Tap **Menu > New > SMS**.
3. Enter the mobile phone number of one or more recipients, separating them with a semicolon. To access mobile phone numbers from Contacts, tap **To**.
4. Enter your message.
 - To quickly add common messages, tap **Menu > My Text** and tap a desired message.
 - To check the spelling, tap **Menu > Spell Check**.
5. Tap **Send**.

- Tips**
- To enter symbols, tap **Shift** using the on-screen keyboard then tap a symbol, or use the Symbol Pad. For more information about entering text and symbols, see Chapter 2.
 - If you want to know when a text message is received, before sending the message that you are composing, tap **Menu > Message Options** then select the **Request message delivery notification** check box.

To always receive a delivery notification, tap **Menu > Tools > Options** in the text message list, tap **Text/Multimedia**, then select the **Request delivery notifications** check box.



Receive text messages

Text messages are automatically received when the phone function is turned on. When the phone is turned off, text messages are held by T-Mobile until the next time the phone is turned on.

Copy text messages from and to the SIM card

1. Tap **Start > Messaging > Text/Multimedia**.
2. In the message list, select the text message you want to copy.
3. Do one of the following:
 - To copy a text message to the SIM card, tap **Menu > Copy to SIM**.
 - To copy a text message from the SIM card to your device, tap **Menu > Copy to Inbox**.

Note Text messages stored on your SIM card are automatically displayed in the Inbox folder. Copying them to your device results in duplicate messages in the Inbox folder when your SIM card is in use.

7.3 Picture Messages

Sending picture messages (MMS) to your friends and family is fun and easy. You can include pictures, video, and an audio clip in a picture message.

To access picture messages on your device

- Tap **Start > Messaging > Text/Multimedia**.

Note When you purchase your device, it is already preset with T-Mobile's picture message settings. If you accidentally lost the preset settings or you want to add another wireless service provider, you can configure the settings while composing a picture message.

Create and send picture messages


You can compose picture messages in a combination of slides, where each slide can consist of a photo, video or audio clip, and/or text.

Note You need to receive a picture message first before you can send one on your device.


To compose a picture message




1. Tap **Start > Messaging > Text/Multimedia**.
2. Tap **Menu > New > MMS**.
3. When you see the Choose a MMS screen, tap a preset template, or tap **Custom** to open a blank picture message.

Note If you prefer to always create a blank picture message, select the **Always choose custom** check box.




4. In **To**, enter the recipient's phone number or e-mail address directly, or tap **To**, **Cc**, or **Bcc** to choose a phone number or an e-mail address from Contacts.
5. Enter a subject for your message.
6. Tap the **Insert** icon () to select and insert a photo or video clip.

When selecting a photo or video clip, you can:

- Tap **Menu > View** to view it first, then tap **Select** to insert the selected photo or video clip into the picture message you are composing.
- Tap  to take a photo and insert it into the picture message.

- Tap  to record an MMS video clip and insert it into the picture message.
 - Tap the **Exit** icon () to quit selection and return to the picture message.
7. Enter text and insert audio clips by tapping the respective areas. See “To add text to a picture message” and “To add an audio clip to a picture message” for details.
 8. To add more slides, tap  or tap **Menu > Slides > Insert Slide**. Repeat steps 5 and 6 to insert a photo/video, text, and audio into each slide that you added.

While on a slide, you can:

- Tap  to preview the slide.
 - Tap  to go to the previous slide.
 - Tap  to go to the next slide.
9. While composing a picture message, you can also do the following:
 - Tap **Menu > Options > Background** to choose a background color from the list.
 - Tap **Menu > Options > Text Layout**, then choose whether to place the text above, below, to the left or right of the photo/video.
 - Tap **Menu > Options > Send Options** to specify the sending time, expiration, priority, category, and other settings for a message.
 - Tap **Menu > Attachment** to include a contacts card, calendar appointment, or any file as an attachment.
 10. Tap **Send** to send the picture message.

Notes You can also send a picture message directly from the Pictures & Videos or Camera program. Do one of the following:

- In Pictures & Videos, select a picture from My Pictures, and tap **Menu > Send**. In **Select an Account**, tap **MMS (Text/Multimedia)**.
- Capture a photo or an MMS video clip using the camera, and tap the **Send** icon (). In the Send File dialog box, tap **Send via MMS**.

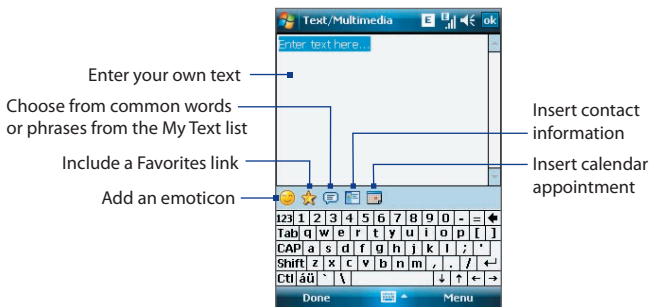
To create a picture message from a template

- While on a picture message, tap **Menu > Template > Select a Template** to compose a message using a predefined template.

Note To save a message as a template, open the message and tap **Menu > Template > Save as Template**.

To add text to a picture message

When you tap **Insert text here** on your picture message, an empty screen appears where you can enter your text. You can insert the following types of information:



Tip To edit or delete a phrase on the My Text list, tap and hold a string, then tap **Edit** or **Delete** from the shortcut menu. To create and add a new phrase to the list, tap **New**.




To add an audio clip to a picture message



You can add one audio clip per slide in your picture message.

1. Tap **Insert audio**.

By default, My Documents will be shown. Tap My Music or another folder that contains audio files. When navigating folders, tap the Down arrow (▼) to return to the upper folder.




2. Select an audio file. When selected, you can:

- Tap  to play the audio clip.
- Tap  to pause, or tap  to stop playback.

- Tap **Select** to insert it into your picture message.
- Tap the **Exit** icon () to quit selection and return to your picture message.
- To record a new audio clip and add it to your picture message, tap . The Record pop-up window then opens. Tap **Record** to start recording, and **Stop** to end the recording. Tap **Play** to listen to the recorded audio clip, then tap **Add**. The new audio clip is then inserted into your picture message.

View and reply picture messages

To view a picture message

- Use the playback controls , , and .
- Tap **Contents** to see a list of files included in the message. On the Message Contents screen, you can do the following:
 - To save a file, select it, and tap **Menu > Save**.
 - To save the contents of a text file to the My Text list, tap **Menu > Save into My Text**.
 - To associate a photo to one of your contacts, tap **Menu > Assign to Contact**.

To reply to a picture message

- Tap **Menu > Reply** to reply to the sender of the message, or tap **Menu > Reply All** to reply to all persons listed in To, Cc, and Bcc of the message.

7.4 Set Up E-Mail

Set Up E-Mail provides you unlimited access to your work and personal email. Instantly access your e-mail from AOL®, Yahoo!®, EarthLink™, Comcast®, Microsoft® Exchange and many more, including any POP3 or IMAP4 e-mail server.

Note Restrictions may apply. Contact your e-mail provider for additional information.

To add e-mail accounts using Set Up E-mail

1. Tap **Set Up E-Mail** on the Today screen, or tap **Start > Programs > Set Up E-mail**.
2. On the Select Account screen, select the type of e-mail account you want to add to your device.

To set up AOL/AIM Mail or Yahoo! Mail

- Tap **AOL/AIM Mail** or **Yahoo! Mail**, then simply enter your e-mail address and password.

To set up Windows Live Mail

- Tap **Windows Live**, then sign in using your Windows Live ID. See Chapter 9 for details.

To set up Outlook E-mail

1. On the Select Account screen, tap **Outlook E-mail**.
2. To send and receive personal e-mail on your device:
 - Check if the synchronization software has been installed on your PC and a sync partnership has been created with your device. If these have been done, then just connect your device to your PC to send and receive Outlook e-mails.

If you have not yet installed the synchronization software nor created a partnership, please do so by following the procedures in Chapter 5.



- To set up your company e-mail account on your device:
 - Set up your device to synchronize via a wireless LAN or over-the-air connection with your company's Exchange Server. For more information about synchronizing with the Exchange Server, see Chapter 8.

To set up a POP3 or IMAP4 e-mail account

If you have an e-mail account from an ISP or other web-based accounts such as Gmail®, add them as POP3 or IMAP4 accounts on your device.

- On the Select Account screen, tap **Other E-mail**.

- Enter your e-mail address.

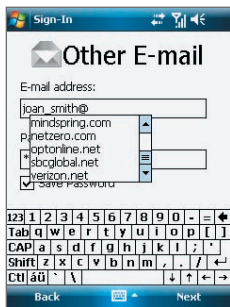
After you enter the @ symbol, a menu will be displayed listing some of the most popular e-mail providers. You can select your e-mail provider if you see it in the menu.

- Enter your password, then tap **Next**.

- If your e-mail provider is not found in the menu, you will be prompted to enter settings such as the incoming and outgoing server names. Ask from your provider about these settings, enter them, then tap **Next**.

- Tap **Menu > Advanced Settings** to customize more settings

- Tap **Finish** or **Menu > Done**.



To access your e-mail accounts

- Tap **Start > Messaging**. You will see your e-mail accounts in Windows Mobile Messaging's Account Picker screen. See "Messaging" earlier in this chapter for details.

7.5 Using E-mail

After setting up e-mail accounts on your device, you can start sending and receiving e-mail messages.

Create and send messages

To compose and send a message

1. Tap **Start > Messaging** then select an e-mail account.
2. Tap **Menu > New**.
3. Enter the e-mail address of one or more recipients, separating them with a semicolon. To access e-mail addresses stored in Contacts, tap **To**.
4. Enter a subject and compose your message. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
5. To check the spelling, tap **Menu > Spell Check**.
6. Tap **Send**.

- Tips**
- To enter symbols, tap **Shift** using the on-screen keyboard then tap a symbol, or use the Symbol Pad. For more information about entering text and symbols, see Chapter 2.
 - To set the priority, tap **Menu > Message Options**.
 - If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect.

To add an attachment to a message

1. In the message that you are composing, tap **Menu > Insert** and tap the item you want to attach: **Picture**, **Voice Note**, or **File**.
2. Select the file you want to attach, or record a voice note.

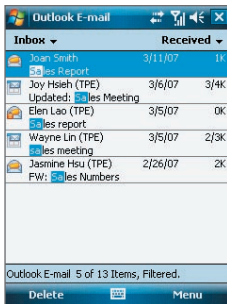
Filter the Inbox message list

When the Inbox on your device is full of e-mail messages, it may be hard to browse and locate a desired message. You can filter your Inbox to only display the messages that contain a particular sender or subject you are searching for.

To filter your Inbox

- Enter the sender name or e-mail subject you want to look for using the on-screen keyboard or sliding keyboard. As you press keys, the message list narrows down to the conditions you have set.

For example, pressing “S” then “A” narrows the list to only the e-mails that contain sender names and e-mail subjects that start with “SA.”



View and reply to messages

To read an incoming message

By default, only the first few kilobytes of a message are shown when you open an incoming message. To read the whole message, do one of the following:

- Scroll down to the end of the message and tap **Get the rest of this message**; or
- Tap **Menu > Download Message**.

The message will be downloaded the next time you tap **Menu > Send/Receive** to send and receive e-mail.

- Notes**
- If your company is running Microsoft Exchange Server 2007, the message downloads immediately, without waiting until the next time you synchronize. For more information about working with company e-mails, see Chapter 8
 - The size column in the message list displays the local size and server size of a message. Even when an entire message has been downloaded, these numbers may differ because the size of a message can vary between the server and the device.

To download an attachment

An attachment appears below the subject of the message. Tapping the attachment opens the attachment if it has been fully downloaded or marks it for download the next time you send and receive e-mail.

- Notes**
- If there are multiple attachments in the message, all attachments are downloaded.
 - For information about setting your device to automatically download file attachments, see "Customize e-mail settings".
 - If your company is running Microsoft Exchange Server 2007, the attachment downloads immediately, without waiting until the next time you synchronize. For more information about working with company e-mails, see Chapter 8.

To reply to or forward a message

1. Open the message and tap **Menu > Reply, Menu > Reply All, or Menu > Forward**.
2. Enter your response. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
3. To check the spelling, tap **Menu > Spell Check**.
4. Tap **Send**.

- Tips**
- To see more header information, scroll up.
 - To always include the original message, from the list view, tap **Menu > Tools > Options > Message** tab, and select the **When replying to e-mail, include body** check box.
 - In the Outlook E-mail account, you will send less data if you do not edit the original message. This may reduce data transfer costs based on your rate plan.

To view and reply to HTML e-mails

You can receive, view and reply to HTML e-mails from any type of e-mail account. The HTML format is retained, without layout shifting or resizing.

Requirement HTML e-mail support in Outlook Mobile is available only if your company is using Microsoft Exchange Server 2007.

1. Set the message format to HTML. To find out how to set the message format, see "Customize e-mail settings".

2. Tap **Start > Messaging**, select your e-mail account, and open an HTML e-mail that you received.
3. Tap the **Tap to scroll right** option to be able to scroll sideways and get a complete horizontal view of the message.
4. Tap **Get the rest of this message** that's shown at the bottom of the message to download and view the whole message.
5. If the e-mail does not download immediately, tap **Menu > Send/Receive**.
6. If images do not immediately appear on the message, tap **Internet pictures blocked** then tap **Download Internet pictures**.
7. Tap **Menu** and choose whether to reply to the sender(s) or forward the message.
8. Enter your response then tap **Send**.

Tip E-mail can contain hyperlinks to web pages.

Download messages

The manner in which you download messages depends on the type of e-mail account you have.

To send and receive e-mail for an Outlook account

1. Tap **Start > Programs > ActiveSync**.
2. Connect your device to your PC using the USB cable or Bluetooth. Otherwise, connect wirelessly if you are synchronizing Outlook e-mail with the Exchange Server. For more information, see Chapter 8.
3. Synchronization automatically begins, and your device sends and receives Outlook e-mail.

Tip You can also manually synchronize anytime by tapping **Sync** in ActiveSync or **Menu > Send/Receive** in Outlook Mobile.

To send and receive e-mail for a POP3/IMAP4 account

If you have an e-mail account with an ISP or a work account that you access using a VPN server connection, you send and receive messages through a remote e-mail server. Before sending and downloading messages, you need to connect to the Internet or your corporate network.

1. Tap **Start > Messaging** and tap your POP3 or IMAP4 e-mail account.
2. Tap **Menu > Send/Receive**. Messages on your device and e-mail server are synchronized: new messages are downloaded to the device Inbox folder, messages in the Outbox folder are sent, and messages deleted from the server are removed from the device Inbox.

Customize e-mail settings

To change the download size and format for Outlook e-mail

1. Disconnect your device from the computer.
2. Tap **Start > Programs > ActiveSync**.
3. Tap **Menu > Options**, select **E-mail**, then tap **Settings**.
4. On the E-mail Sync Options screen:
 - Under **Download size limit**, select the desired email size.
 - Under **Message format**, select HTML or Plain text.
5. Close ActiveSync and reconnect your device to the computer.

To change the download size, e-mail format and other settings for POP3/IMAP4 e-mail

1. Tap **Menu > Options** on the Account Picker screen, or tap **Menu > Tools > Options** while you're in a message list.
2. Tap your e-mail account.
3. You can make changes to your e-mail address, user name, password, etc., and customize the following settings:

Options	Description
Automatic Send/Receive	You can select a time interval for connecting to the Internet automatically to send and receive messages.
Download messages	Set the number of days of messages that you want to be downloaded to your device.
Send/receive when I click Send	By default, messages are immediately delivered when you tap Send . If you prefer to save outgoing messages to the Outbox folder first, clear the check box. (In this case, you will need to manually send messages by tapping Menu > Send/Receive).

Options	Description
Use automatic send/receive schedule when roaming	This allows your device to data roam when there is a set time interval for connecting to the Internet automatically. Since this may result in higher connection costs, you may want to leave the check box cleared.
When deleting messages	Choose whether to delete messages from the mail server when you delete them on your device.
Message format	Select HTML or Plain Text.
Message download limit	Select the e-mail download size. If you have large volumes of e-mail, use a lower size or select to download headers only.

To exclude your e-mail address when replying to all

When you reply to all the recipients of an Outlook e-mail, your own e-mail address will also be added to the recipient list. Customize ActiveSync so that your e-mail address will be excluded from the recipient list.

1. In ActiveSync on your device, tap **Menu > Options**.
2. Select the **E-mail** information type and tap **Settings**.
3. Tap **Advanced**.
4. In the **My e-mail addresses** text box, enter your e-mail address.
5. Tap **OK**.

To automatically receive attachments on Outlook e-mails

1. Tap **Start > ActiveSync**.
2. Tap **Menu > Options**.
3. Tap **E-mail > Settings**, then select **Include file attachments**.

To automatically receive attachments on IMAP4 e-mails

1. Tap **Start > Messaging**.
2. Tap **Menu > Options**.
3. Tap the name of your IMAP4 account.
4. Tap **Next** until you reach **Server information**, then tap **Options**.
5. Tap **Next** twice, then select a download size from the Download attachments smaller than list box.

To store attachments on a storage card

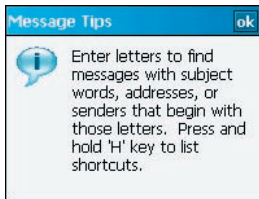
1. Tap **Menu > Tools > Options > Storage** tab.
2. Select the **Store attachments on storage card** check box.

7.6 Using Keyboard Shortcuts

You can use keyboard shortcuts to quickly access messaging functions, such as reply, forward, etc.

To see the list of keyboard shortcuts

1. Slide the hardware keyboard open.
2. Tap **Start > Messaging** and select a messaging account (Text/Multimedia or an e-mail account).
3. While on a message list, press any key.
4. If this is your first time to use keyboard shortcuts, the following message window will appear first:



Tap **OK** to close the message window.

5. Press and hold the “H” key until the shortcuts list is displayed.

To use a keyboard shortcut, press and hold the respective key. For instance, to delete a message, press and hold **D**.



Chapter 8

Working With Company E-mails and Meeting Appointments

**8.1 Synchronizing Your Device with
the Exchange Server**

8.2 Working With Company E-mails

8.3 Managing Meeting Requests

8.4 Finding Contacts in the Company Directory

8.5 E-mail Security



8.1 Synchronizing Your Device with the Exchange Server

To keep up-to-date with your company e-mails and meeting schedules while you're out of the office, you can connect your device to the Internet wirelessly and synchronize these information with your company's Exchange Server. You can also access your company address book anytime. Your company must have a mail server that is running Microsoft Exchange Server with Exchange ActiveSync.

Before you can start to synchronize with or access information from the Exchange Server, you need to set up an Exchange Server connection on your device. You need to get the following information from your network administrator and enter them on your device: Exchange Server name (must be the Outlook Web Access server name), domain name, and the user name and password that you use at work.

You can set up the Exchange Server connection either from your device or your PC.

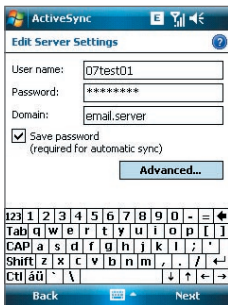
Set up an Exchange Server connection from your device

If you have not synchronized your device with your PC, follow these steps to set up an Exchange Server connection.

1. Tap **Set Up E-Mail** on the Today screen, or tap **Start > Programs > Set Up E-mail**.
2. On the Select Account screen, tap **Outlook E-mail**.
3. On the ActiveSync screen, tap **set up your device to sync with it**.

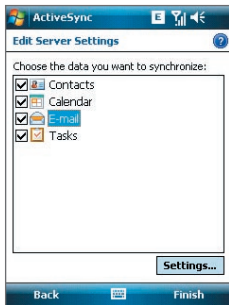


- In **Server address**, enter the Exchange Server name, and tap **Next**.
- Enter your user name, password, and domain, and tap **Next**.



Tip To change the rules for resolving synchronization conflicts, tap **Advanced**.

- Select the check boxes for the types of information items that you want to synchronize with the Exchange Server.



- To change synchronization settings of an information type, for example, E-mail, select the type of information, and tap **Settings**.
- Tap **Finish**.

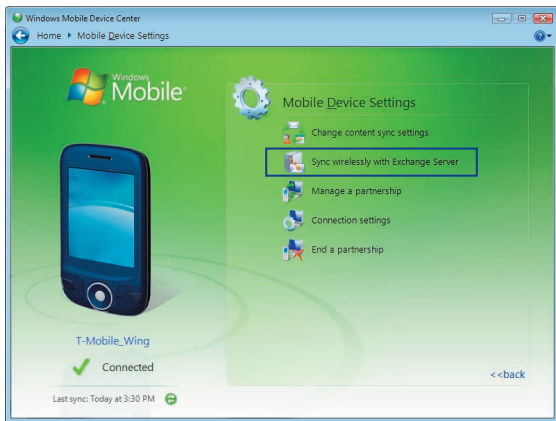
Note If you synchronized e-mails with your PC before, open ActiveSync on your device and tap **Menu > Add Server Source** to set up an Exchange Server connection. When you're prompted to select information types for synchronization, you need to clear the **E-mail** check box under the Windows PC item first before you can select the **E-mail** check box under Exchange Server.

Tip To change Exchange Server settings, open ActiveSync then tap **Menu > Configure Server**:

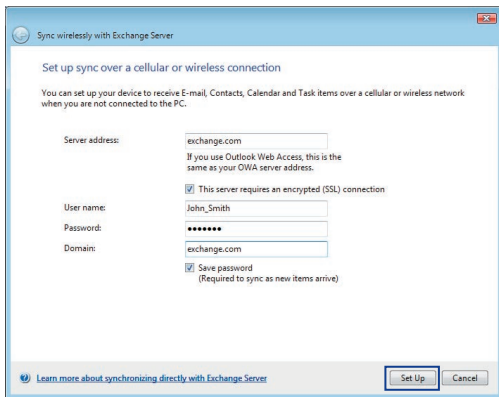
Set up an Exchange Server connection from your PC

On a Windows Vista PC

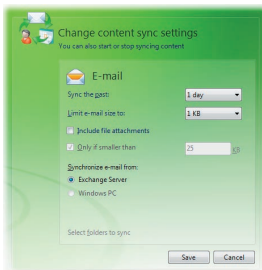
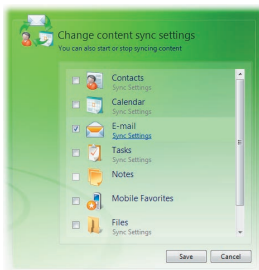
1. Set up synchronization between your PC and device. See Chapter 5 for details.
2. Click **Start > All Programs > Windows Mobile Device Center** on your PC.
3. On Windows Mobile Device Center's Home screen, mouse over **Mobile Device Settings**, click **>>more**, then click **Sync wirelessly with Exchange Server**.



- Enter your company's Exchange server address, your username, password, and domain.
- Click **Set Up**.




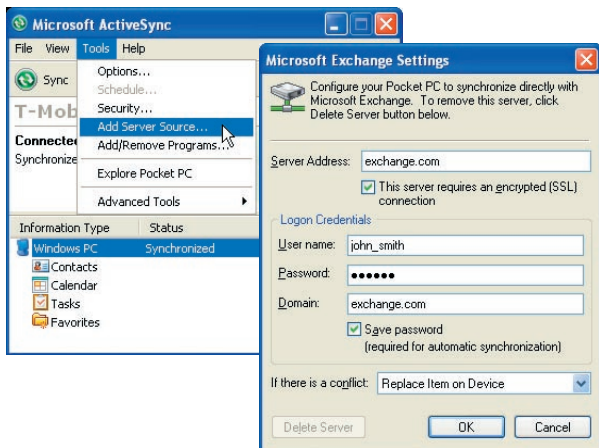
- On Windows Mobile Device Center's Home screen, click **Change content sync settings**.
- Select the check box of items you want to synchronize with the Exchange Server. Tap **Sync Settings** to choose synchronization settings for the selected items.



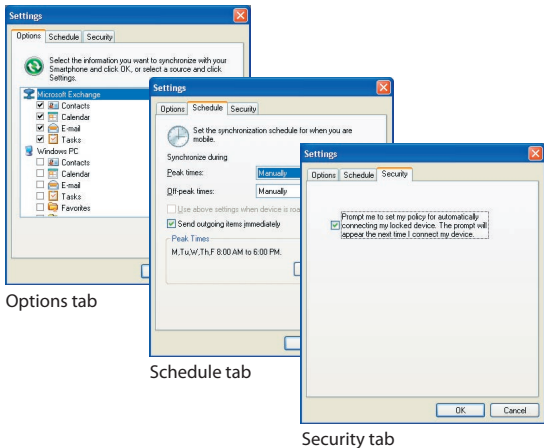
- Tap **Save**.

On a Windows XP PC

1. Install Microsoft ActiveSync on your PC if you have not yet done so. See “Install ActiveSync” in Chapter 5 for details.
2. Connect your device to the PC.
3. If you have not set up synchronization with your PC before, follow the steps in “Set up synchronization in ActiveSync” in Chapter 5 and make sure to select the **Synchronize directly with a server running Microsoft Exchange** option in the Synchronization Setup Wizard:
4. If you have synchronized your device with your PC before, do the following steps to set up synchronization with the Exchange Server:
 - a. Right-click the **ActiveSync** icon () at the bottom right side of your PC, then click **Open Microsoft ActiveSync**.
 - b. In ActiveSync on your PC, click **Tools > Add Server Source** then enter your company’s Exchange Server address, your username, password, and domain, then click **OK**.



- c. Choose the items to be synchronized and other settings in the **Options, Schedule and Security** tabs, then click **OK**.



Start synchronization

Before you start synchronizing with the Exchange Server, make sure your device has been set up with a data connection to the Internet so that you can synchronize wirelessly. For more information about connections, see Chapter 11.

After you finish setting up an Exchange Server connection, your device automatically starts synchronization.

You can manually start synchronization anytime by tapping **Sync** in ActiveSync.

- Notes**
- You need a T-Mobile data plan to be able to synchronize with the Exchange Server.
 - If you connect your device to your office computer via a USB or Bluetooth connection, you can use this connection to the PC to “pass through” to the network and download Outlook e-mails and other information to your device.

8.2 Working With Company E-mails

Your device gives you instant access to your company e-mails and lets you manage your messages easier. Direct Push, Fetch Mail, Remote e-mail search, and e-mail flags are just some of the tools you can use to manage your e-mails.

Note Some messaging features depend on the Microsoft Exchange Server version used in your company. Please check with your network administrator for the availability of these features.




Automatic synchronization through Direct Push

Direct Push technology (push e-mail feature) enables you to receive new e-mails on your device as soon as they arrive in your Inbox on the Exchange Server. With this feature, items such as contacts, calendar and tasks are also immediately updated onto your device when these items have been changed or new entries have been added on the Exchange Server. To make Direct Push work, you need to have a GPRS/EDGE connection on your device.

You need to perform a full synchronization between your device and the Exchange Server first before Direct Push can be enabled.

Requirement The Direct Push feature works for your device only if your company is using **Microsoft Exchange Server 2003 Service Pack 2 (SP2) with Exchange ActiveSync or higher version** or an equivalent push e-mail solution.

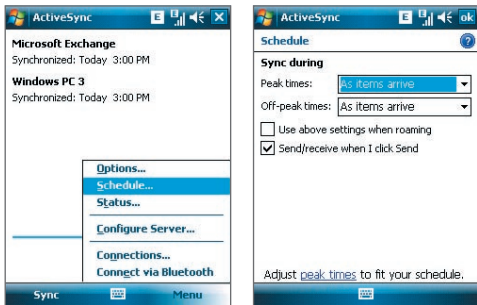
To enable Direct Push via Comm Manager

1. On the Today screen, tap the **Comm Manager** icon ().
2. On the Comm Manager screen, tap the **DirectPush** button. The button  will turn to , which indicates that you will receive e-mails as they arrive.

When the button is in the  state, you need to manually retrieve your e-mails.

To enable Direct Push via ActiveSync

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select **As items arrive** in the **Peak times** and **Off-peak times** boxes.



Notes When both the GPRS/EDGE and Wi-Fi connections are turned on at the same time, the Direct Push feature will always opt for GPRS/EDGE, for which you could be charged per your network operator's service plan.

Scheduled synchronization

If you do not want to use Direct Push, you can set a regular schedule for synchronizing Outlook e-mail and information. Set how often to synchronize during **Peak times** (which usually refer to your working hours) when e-mail volume is high, as well as **Off-peak times** when e-mail volume is low.

1. In ActiveSync on your device, tap **Menu > Schedule**.
2. Select a shorter time interval in the **Peak times** box for you to be able to receive e-mails more frequently.
3. Select a longer interval in the **Off-peak times** box.

Tip To set the days and hours that make up your peak and off-peak times, tap **Adjust peak times to fit your schedule**.

Instant download through Fetch Mail

The **Fetch Mail** feature downloads an entire e-mail immediately without the need for you to perform a full Send/Receive action. This limits the download to just the e-mail message that you want and helps save data cost.

Requirement Fetch Mail works for your device only if your company is using **Microsoft Exchange Server 2007 or higher**.

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap an e-mail message to open it.
3. By default, only the first few kilobytes of the message is shown. To download the whole e-mail, scroll to the bottom of the message then tap **Get the rest of this message**.
4. A "Downloading message" status appears. Wait for the remainder of the message body to be downloaded.

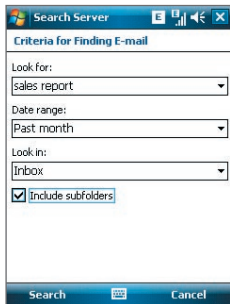
Tip For information about changing e-mail sync options such as the initial download size limit for e-mail, see "Customize e-mail settings" in Chapter 7.

Search for e-mails on the Exchange Server

You can access messages that are not available on your device by searching your Microsoft Exchange Server mailbox. The search results will be downloaded and displayed in a Search Results folder.

Requirement Your company must be using **Microsoft Exchange Server 2007 or higher**.

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap **Menu > Tools > Search Server**.
3. In the **Look for** text box, enter the search keyword.
4. Choose the date range of messages to search from.
5. From the **Look in** list, choose whether to search from your inbox or outbox only or to search all folders.
6. Tap **Search**.



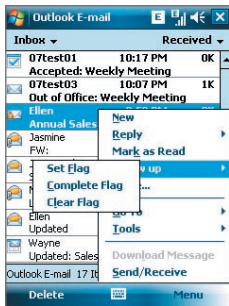
Flag your messages

Flags serve as a reminder to yourself to follow-up on important issues or requests that are indicated in the messages. Flagging messages, which has been a useful feature on desktop Outlook E-mail, can also be done in Outlook Mobile on your device. You can flag received messages on your device.

Requirement Flags are enabled only if e-mails are synchronized with **Microsoft Exchange Server 2007 or higher**. Flags are disabled or hidden if e-mails are synchronized with earlier versions of Microsoft Exchange Server.

To flag or unflag a message

1. Tap **Start > Messaging > Outlook E-mail**.
2. Select a message, or open a message.
3. Tap **Menu > Follow Up** and select one of the following options:



- **Set Flag** Mark the message with a red flag to indicate that it needs follow up.
- **Complete Flag** Mark the message with a check mark to indicate that the issue or request in the e-mail is already completed.
- **Clear Flag** Remove the flag to unmark the message.

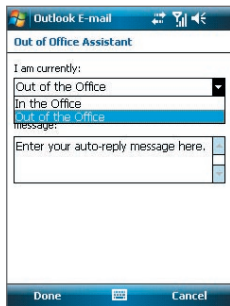
Note E-mail message reminders are displayed on your device if the messages are flagged with reminders and synchronized from the Exchange Server

Out-of-office auto-reply

Outlook Mobile allows you to retrieve and change your out-of-office status. Just like desktop Outlook E-mail, Outlook Mobile automatically sends an auto-reply message when you're not available.

To send out-of-office auto-reply messages

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap **Menu > Tools > Out of Office**.
3. From the **I am currently** list, select **Out of the Office**.
4. Enter your auto-reply message then tap **Done**.



View a document linked to an e-mail message

When you receive an e-mail that contains a link to a document such as a PDF or Microsoft® Office document located on SharePoint or an internal file server, you can view the document on your device.

Requirement You can view the document only if you have a Microsoft Outlook account that synchronizes with Microsoft Exchange Server 2007 or later. Exchange Server must also be set up to allow access to SharePoint document libraries or internal file servers.

1. On the Today screen, tap **Start > Messaging**.
2. Select an e-mail account, then open a message with a link to a SharePoint document.
3. Tap the link to open and view the document.

8.3 Managing Meeting Requests

When you schedule and send meeting requests from your device, you can invite attendees to your meeting and check their status to know about their availability.

When you receive a meeting request, you can reply by accepting or declining the request. The meeting request also clearly indicates whether or not there are conflicting or adjacent meetings.

Note You can still accept meeting requests on your device if your company is using an earlier version of Microsoft Exchange Server, but some features will not be enabled. To use the features mentioned in this section, your company must be using **Microsoft Exchange Server 2007 or higher**.

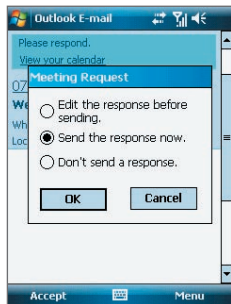
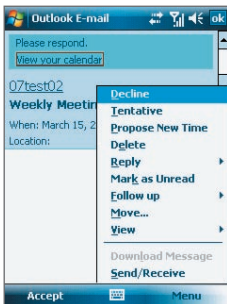
To reply to a meeting request

1. When you receive a meeting request e-mail, a notification message will be displayed on your device. Tap **View** to open the e-mail.
2. Tap **Accept** to reply and accept the meeting request, or tap **Menu > Decline** if you cannot attend the meeting.

Tips

- Before responding, you can check your availability during the time of the requested meeting by tapping **View your calendar**.
- If the time of the meeting conflicts with your other appointments, a “Scheduling Conflict” status appears on top of the e-mail.

3. Choose whether or not to edit your response e-mail before sending then tap **OK**:



4. If you accepted the meeting request, it will automatically be added as an appointment in Calendar on your device.

To view the list of meeting participants

1. Tap **Start > Calendar**.
2. Tap a meeting request that you previously sent, then tap **Attendees**. The list of required and optional attendees will be listed.

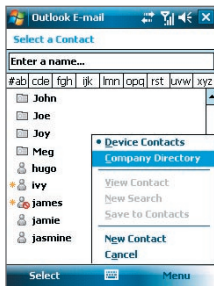
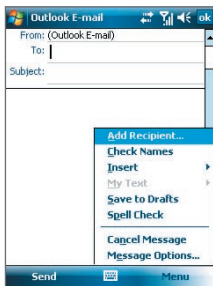
- Notes**
- For information about creating a meeting request, see “To send a meeting request” in Chapter 6.
 - If you select a meeting that you have organized, the list shows who has accepted or declined the meeting.
 - To view an attendee’s contact information, tap the attendee’s name. If the attendee is included in your contacts list, you will see the contact information immediately. If the attendee is not in your contacts list, tap **Company Directory** to view the contact information.

8.4 Finding Contacts in the Company Directory

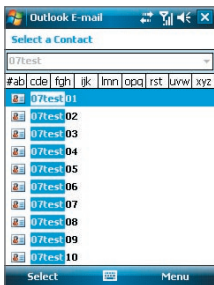
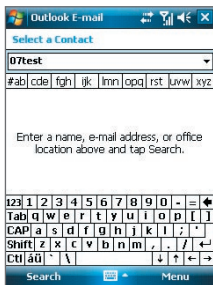
In addition to having contacts on your device, you can access contact information from your organization’s Company Directory. By having over-the-air access to the Company Directory, you can easily send e-mail messages and meeting requests to anyone in your company.

Requirement Access to the Company Directory is available only if your organization is running Microsoft Exchange Server 2003 SP2 or higher, and you have completed your first synchronization with the Exchange Server.

1. Synchronize with Exchange Server if you have never done so.
2. Do any of the following:
 - In Contacts, tap **Menu > Company Directory**.
 - In a new message, tap the **To** box. Tap **Menu > Add Recipient** then tap **Company Directory**.



- In a new meeting request using Calendar, tap **Attendees** and then tap **Company Directory** at the top of the list.
3. Enter the part or full contact name and tap **Search**. In the search results list, tap a contact to select it.



- Notes**
- You can save a contact from the Company Directory to your device by selecting the contact then tapping **Menu > Save to Contacts**.
 - You can search on the following information as long as that information is included in the Company Directory: First name, Last name, E-mail name, Display name, E-mail address, or Office location.

8.5 E-mail Security

Windows Mobile® on your device protects your Outlook e-mails through Secure/Multipurpose Internet Mail Extension (S/MIME), which allows you to digitally sign and encrypt your messages.

Digitally signing a message applies your certificate with the authorization key to the message. This proves to the recipient that the message is from you and not from an imposter or a hacker, and that the message has not been altered.

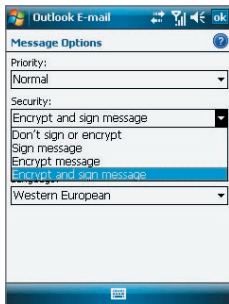
Encryption protects the privacy of your message by converting it from plain, readable text into cipher (scrambled) text. Only the recipient who has the authorization key can decipher the message.

Requirement S/MIME encryption and digital signatures for Windows Mobile-based devices are available only with Exchange Server 2003 SP2 or a later version that supports S/MIME. If you are not using one of these products, or have not yet synchronized, these options are unavailable.

Note You can encrypt a message with or without a certificate. However, to read an encrypted message, you need a valid certificate to decrypt it.

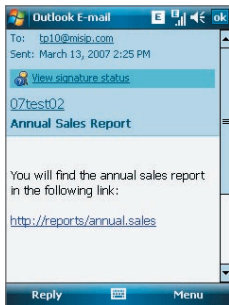
To individually sign and encrypt a new message

1. Tap **Start > Messaging > Outlook E-mail**.
2. Tap **Menu > New** to create a new message.
3. Tap **Menu > Message Options**.
4. From the **Security** list, select whether to encrypt only, sign the message only, or do both.
5. Tap **OK**.



To verify the digital signature on a signed message you receive

1. Open the Outlook e-mail message that has been digitally signed.
2. At the top of the message, tap **View Signature Status**.



3. Tap **Menu > Check Certificate**.



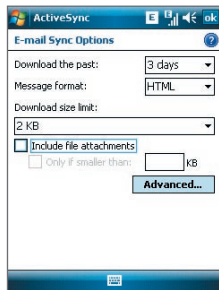
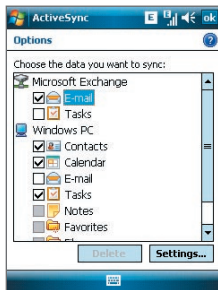
To view the details of the certificate in the message, tap **Menu > View Certificate**.

Note There can be several reasons why a digital signature is not valid. For example, the sender's certificate may have expired, it may have been revoked by the certificate authority, or the server that verifies the certificate is unavailable. Contact the sender to report the problem.

To digitally sign and encrypt all messages

You can set up ActiveSync to digitally sign and encrypt all outgoing messages. You must obtain a valid certificate to sign and encrypt e-mail messages successfully.

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Menu > Options**.
3. Select the **E-mail** information type, and tap **Settings**. On the E-mail Sync Options screen, tap **Advanced**.



4. Do one or both of the following:
 - To sign all your outgoing e-mail messages so that recipients can be certain that the messages were sent by you and have not been altered in any way, select the **Sign all outgoing e-mail messages** check box.
 - To encrypt all your outgoing e-mail messages so that the contents of your messages are protected from being viewed by anyone other than the intended recipients, select the **Encrypt all outgoing e-mail messages** check box.
5. Tap **Choose Certificate** to select a certificate for signing or encrypting outgoing e-mail messages.

Set permissions on an e-mail message

Another way of protecting your e-mail messages is to send messages with restricted permissions using Information Rights Management (IRM).

Requirement This works only with a Microsoft Outlook e-mail account and if your company is using RMS Server SP1.

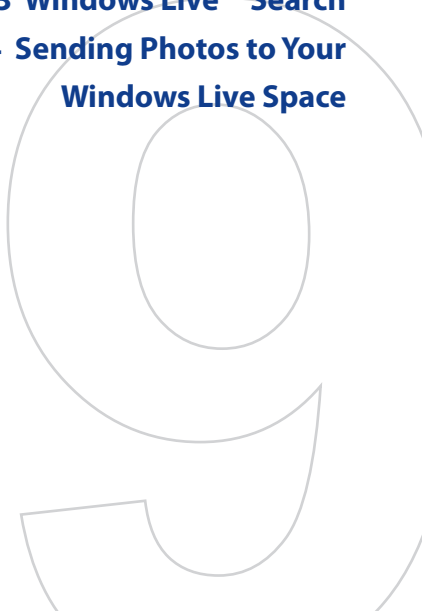
1. Tap **Start > Messaging > Outlook E-mail**.
2. Create a message, then tap **Menu > Message Options**.
3. In **Permissions**, do one of the following:
 - To allow anyone to read the message, select **Unrestricted access**.
 - To prevent the message from being forwarded, printed, or copied, select **Do not forward**.
4. Tap **OK**.

Tip An IRM-protected message received on your device can only be replied to or forwarded if the message permits it.

Chapter 9

Using Windows Live

- 9.1 Windows Live™**
- 9.2 Windows Live Messenger**
- 9.3 Windows Live™ Search**
- 9.4 Sending Photos to Your Windows Live Space**



9.1 Windows Live™

Windows Live™ gives you full Internet experience on your device. It helps you to find information, pursue your interests, and get in touch with friends and family on the Internet easier.

Windows Live offers the following key features:

- **Live Search Bar**, which lets you search for information on the web.
- **Live Messenger**, the next generation of MSN Messenger Mobile.
- **Live Mail**, the next generation of Hotmail.
- **Live Search**, which lets you find locations, browse maps, and check for directions.
- **Live Contacts**, your address book for storing Live Mail, Live Messaging, and Hotmail contacts.

Set up Windows Live

The first time you use Windows Live, sign in by using your Windows Live ID, which is your Windows Live Mail or Hotmail address, and password.

To set up Windows Live for the first time

1. Tap **Set Up E-Mail** on the Today screen, or tap **Start > Programs > Set Up E-mail**.
2. On the Select Account screen, tap **Windows Live**.
3. Tap **Sign in to Windows Live**.
4. On the next screen, tap the links to read the Windows Live Term of Use and the Microsoft Privacy Statement. After reviewing them, tap **Accept**.
5. Enter your Windows Live Mail or Hotmail address and password, select the **Save password** checkbox, then tap **Next**.
6. Choose whether or not to show Windows Live's search bar and applications on the Today screen then tap **Next**.

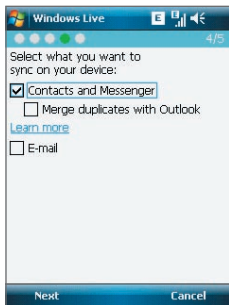


- Choose what information you want to sync online with your device.

If you choose to synchronize **Contacts and Messenger**, your online contacts will be added to the contact list and to Live Messenger on your device.

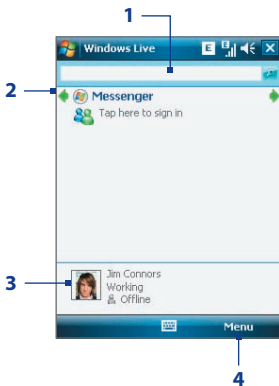
If you choose to synchronize E-mail, your Windows Live Mail or Hotmail inbox messages will be downloaded to your device.

- Tap **Next**.
- After synchronization is complete, tap **Done**.



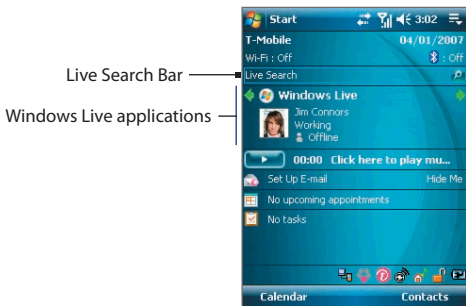
The Windows Live interface

On the main interface of Windows Live, you will see a search bar, navigation bar, and an area where you can customize to show your picture.



- This is the Live Search Bar.
- Tap the Left or Right arrow to switch between Windows Live Messenger and Sync status.
- Tap to access Windows Live Messenger.
- Tap **Menu** to access and change settings.

If you chose to display the search bar and Windows Live applications on the Today screen when you were setting up Windows Live, you'll see them on the Today screen:




To show or hide them, open Windows Live and tap **Menu > Options > Today screen options**.

Live Search Bar

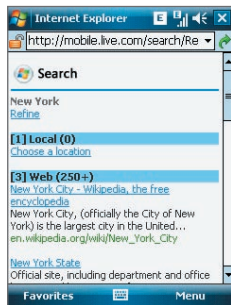
Use the **Live Search Bar** to easily find information on the Internet. It is integrated in the Windows Live interface.

To find information on the Internet

1. Enter your keywords in the search bar.
2. Tap  or **Search**.

Internet Explorer Mobile then launches and displays links to related web sites. The links are organized in categories.

- **Local.** Allows you to perform a local search when you're trying to locate a certain place or street address. See "To search for a location" for details.



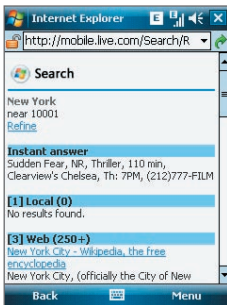
Search results

- **Web.** Shows the results from the web search, which are links to all related web sites.
 - **Map.** Shows links to web sites containing maps.
 - **News.** Shows related links to news articles.
 - **Spaces.** Shows related links to interests, photos, and all kinds of information that are shared in Windows Live Spaces.
3. Scroll through the categories and tap a link to go to the web site where the information that you want is located.

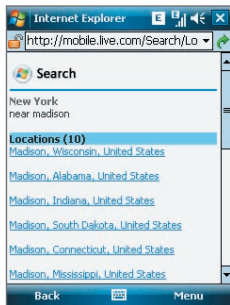
To search for a location

After entering your keywords in the search bar, do the following:

1. On the Internet Explorer Mobile screen, tap **Choose a location** under the **Local** category.
2. In the **Near** box, enter the zip or postal code, city, or state where the place you're looking for is located. You may also enter a specific street name or a general location name as your search keyword.
3. Tap **Search**.
4. If an exact match is found, it will be displayed under **Instant answer**. Otherwise, possible locations will be listed under **Local**. Tap a link to view more information about a location.



Example 1: An exact match



Example 2: Location candidates

9.2 Windows Live Messenger

Windows Live Messenger lets you send and receive instant messages online. With this mobile version of Windows Live Messenger, you enjoy many of the same cool features that you get from the desktop version, which include the following:

- Instant messaging via text and voice
- Multiple conversations
- Add emoticons
- Contact list with presence
- Send and receive files including photos
- Change status/display name
- View contacts by online status, groups, and more
- Send messages even when a contact is offline

- Notes**
- Before you can use Live Messenger, your device must be connected to the Internet. For information about setting up an Internet connection, see “Connecting to the Internet” in Chapter 6.
 - You also need to have a T-Mobile data plan to use Live Messenger.

Launch the messenger and sign in

To open Live Messenger

Do one of the following:

- Tap **Start > Programs > Messenger**.
- On Windows Live or the Today screen, tap the Left or Right arrow until you see **Messenger**, then tap it.

To sign in and out

1. To sign in, tap **Sign in** on the messenger screen.
2. If this is your first time to sign in, a message appears to inform you that your messenger contacts will be added to the contact list on your device. Tap **OK** to add them.

Signing in may take several minutes, depending on your connection speed.

3. To sign out, tap **Menu > Sign Out**. Your status changes to **Offline**.

Add Windows Live contacts

You can add new Windows Live contacts in Live Messenger or in Contacts.

To add a Windows Live contact in Live Messenger

1. Tap **Menu > Add new contact**.
2. Enter the e-mail address of the contact then tap **OK**.

To add a Windows Live contact in Contacts

1. Tap **Start > Contacts**.
2. Tap **New** then tap **Windows Live**.
3. In the **IM** box, enter the e-mail address of the contact, which can be a Windows Live ID or any other e-mail address.

Tip You can fill in other information about the contact, if desired. This is not absolutely necessary if you will communicate with the contact only through Windows Live Messenger or Live Mail.

4. Tap **OK**.
5. Follow the remaining instructions to add the new contact to your Windows Live contact list.

To delete a contact

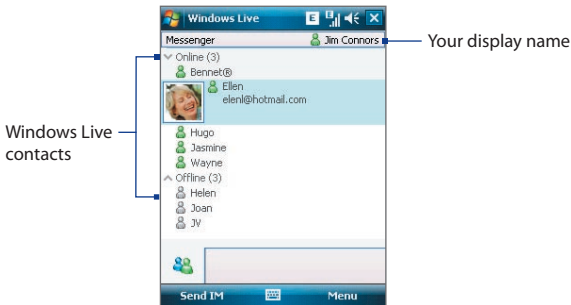
1. In the messenger, select the contact and tap **Menu > Contact options > Remove contact**.
2. Choose whether to block the contact.
3. Choose whether to also delete the contact from your device's contact list.
4. Tap **OK**.


Send instant messages

You can send instant messages with emoticons, and even talk by sending a voice clip. While chatting, you can send and receive files directly on a message window. You can also start conversations with several contacts and switch between their message screens, or you can invite participants to join in a conversation.

To start and end conversations

1. In the contact list, select a contact then tap **Send IM** to open a message screen.



2. Send an instant message. See “To send an instant message with emoticon” for details.
3. To start a conversation with another contact, tap  to go back to the contact list, then select another contact and tap **Send IM** again. Another message screen opens.
4. To switch from one message screen to another, tap the display picture of the contact whom you want to talk to.



5. To end a conversation with the current contact, tap **Menu > End conversation**.
6. To end all active conversations, tap **Menu > End all conversations**.

To send an instant message with emoticon

1. Select a contact and start a conversation.
2. Enter your text message in the text entry area of the message screen.
3. To add an emoticon, tap **Menu > Add emoticon** then tap an icon from the list of emoticons.
4. Tap **Send**.

- Tips**
- To send a file, tap **Menu > Send**. You can choose to send a picture, voice clip or any file.
 - To invite one or more contacts to the conversation, tap **Menu > Options > Add participant**.

To send a voice message

1. Select a contact and start a conversation.
2. Tap **Voice clip** then start talking.
3. After you have spoken a message, tap **Send**.

Personalize the messenger

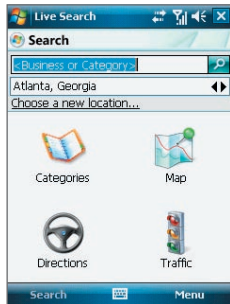
While on the contacts list, you can do the following:

- Tap **Menu > Change status** to set your current status (such as Busy, Out to lunch, etc.) so that your contacts will know whether or not you're available.
- Tap **Menu > Change appearance** to change your display name, add a personal message, and add your picture.
- Tap **Menu > Sort by** to organize contacts by online status, groups, name, or e-mail address. You can also hide offline contacts from the contact list.
- Tap **Options** to see more settings.

9.3 Windows Live™ Search

Windows Live™ Search is a separate program that offers you a fast and easy way to find and view maps and local information on your device. With Live Search, you can:

- Browse through local listings of categories.
- Locate nearby restaurants, shopping centers, etc., and check for their street addresses and phone numbers.
- View maps with directions to and from a location.
- View traffic information (US only at present).



To open Live Search

- Tap **Start** > **Programs** > **Live Search**.

To find a location

1. Specify first where the location is near to. You can select from the list of cities. You can also tap **Choose a new location** to enter a city, select on a map, or get a contact's address. Tap **OK** when done.
2. Enter the location that you want to find, then tap **Search**.
3. The Search Results screen then shows a list of matched places. Use the Navigation Control to browse through the list. As you browse, the address, phone number, and estimated distance of a selected item are displayed.
4. Tap the desired location in the Search Results screen.
5. On the Details screen, tap **Map** to see the location on a map. Tap **Directions to Here** for instructions on how to reach the location.

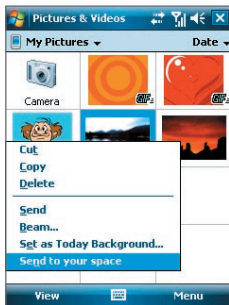
Note If you connect a Bluetooth GPS receiver and set it up on your device, Live Search can track your current position. You can use your current position as a starting point for finding a desired location.

9.4 Sending Photos to Your Windows Live Space

If you created your own Live Space, you can send pictures from your device to your Live Space.


To upload a picture to your Live Space

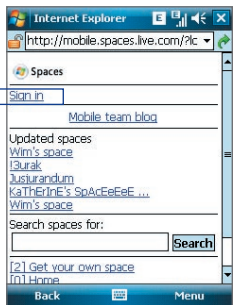
1. Tap **Start > Programs > Pictures & Videos**.
2. Select a picture then tap **Send to your space**.



After sending a picture to your Live Space, you can use Internet Explorer to sign into your Live Space and check whether the picture has been successfully uploaded.

To go to your Live Space on your device

1. Tap **Start > Internet Explorer**.
2. In the address bar, enter "**http://spaces.live.com**" then tap .
3. On Mobile Live Space's web page, tap **Sign in**.



4. On the next web page, scroll down to the bottom of the page then tap **Your space**.

Wait for your Live Space to be loaded in Internet Explorer. You will see the uploaded picture under **Mobile photos**

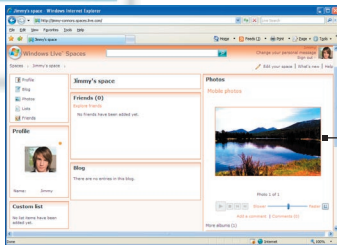
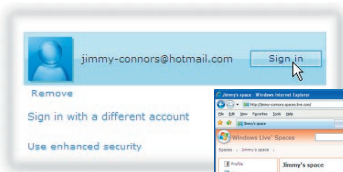


Uploaded picture



To go to your Live Space on your computer

1. Open Internet Explorer on your PC.
2. On the address bar, enter "<http://spaces.live.com/>" then press ENTER.
3. In the Windows Live Spaces web site, click **Go to your space**.
4. Move the mouse pointer over to your Windows Live ID, then click **Sign In**.



Uploaded picture

Chapter 10

Working With Documents and Files

10.1 Microsoft® Office Word Mobile

10.2 Microsoft® Office Excel Mobile

10.3 Microsoft® Office PowerPoint Mobile

10.4 Adobe® Reader® LE

10.5 Copying and Managing Files

10.6 ZIP

10.1 Microsoft® Office Word Mobile

Microsoft® Office Word Mobile is a streamlined version of Microsoft Word. Word documents created on your PC can be opened and edited on your device. You can also create and edit documents and templates in Word Mobile and save them as ***.doc**, ***.rtf**, ***.txt**, and ***.dot** files.

You can have only one document open at a time. When you open a second document, the first one is saved and closed automatically.

To create a Word file

1. Tap **Start > Office Mobile > Word Mobile**.
2. In Word Mobile, tap **New**. You will see either a blank document or template, depending on what you have selected as the default template.
3. Enter text as desired.
4. Tap **Menu**, then choose whether to set the font, paragraph alignment and indentation, insert the date, do a spelling check, and more.
5. When finished, tap **OK** to save and close the file.

When you close a newly created document, it is automatically named after the first several words in the document and placed in the Word Mobile document list. You can easily rename the document with a more meaningful name and move it to another folder or a storage card.

- Notes**
- Word Mobile does not fully support some features of Microsoft Word such as revision marks and password protection. Some data and formatting may be lost when you save the document on your device. To see a complete list of features that are not supported in Word Mobile, see Help on your device.
 - Currently, Word Mobile also does not support viewing of Office 2007 Word documents. Added support for Office 2007 format may be available in late 2007. See Windows Mobile web site for details.

10.2 Microsoft® Office Excel Mobile

Microsoft® Office Excel® Mobile makes it easy for you to open and edit Excel workbooks and templates created on your PC. You can also create new workbooks and templates on your device.

To create an Excel file

1. Tap **Start > Office Mobile > Excel Mobile**.
2. In Excel Mobile, tap **New**. You'll see either a blank worksheet or template, depending on what you've selected as the default template.
3. Tap a cell to select it. Using the on-screen keyboard, enter your data then tap the **Enter** key.
4. Tap **Menu**, then choose whether to insert cells, charts, symbols or functions, format rows and columns, and more.
5. When finished, tap **OK** to save and close the file.

- Tips**
- Work in full-screen mode to see as much of your workbook as possible.
 - Tap **View > Zoom** and select a percentage so that you can easily read the worksheet.

Note Excel Mobile does not fully support some features such as formulas and cell comments. Some data and formatting may be lost when you save the workbook on your device. To see a complete list of features that are not supported in Word Excel, see Help on your device.

10.3 Microsoft® Office PowerPoint Mobile

With **Microsoft® Office PowerPoint® Mobile**, you can open and view slide show presentations created on your PC. Slide shows in ***.ppt** and ***.pps** format created using PowerPoint '97 and later can be viewed in PowerPoint Mobile.

Many presentation elements built into the slide shows such as slide transitions and animations will play back on the device. If the presentation is set up as a timed slide show, one slide will advance to the next automatically. Links to URLs are also supported.

Features not supported in PowerPoint Mobile include:

- **Notes.** Notes written for slides will not be visible.
- **Rearranging or editing slides.** PowerPoint Mobile is a viewer only.
- **Office 2007.** Files created in Office 2007 PowerPoint is currently not supported yet.

Note Added support for Office 2007 format may be available in late 2007. See Windows Mobile web site for details.

To start a slide show presentation

1. Tap **Start > Office Mobile > PowerPoint Mobile**.
2. In the presentation list, tap the slide show you want to view.
3. Tap the current slide to advance to the next slide.
4. To navigate between slides, tap **▲| > Next** or **Previous**, or tap **Go to Slide** and tap the slide you want to view.

If the presentation is set up as a timed slide show, slides will advance automatically.

- Notes**
- If you have zoomed in to see a slide in more detail, you cannot navigate to another slide until you zoom out.
 - Tapping **Next** or **Previous** may play an animation on a slide rather than navigate to another slide.

To stop a slide show

- In a PowerPoint Mobile presentation, tap **▲| > End Show**.

10.4 Adobe® Reader® LE

Adobe® Reader® LE is an application for viewing PDF (Portable Document Format) documents on your device. It supports a subset of the features found in the PC versions of Adobe Reader.





To open a PDF file on your device

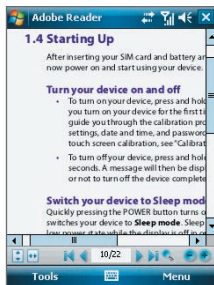
Do one of the following:

- Tap **Start > Programs > Accessories > Adobe Reader LE**. Browse the folders on your device or storage card and find the desired PDF file. Tap the file to open it.
- Open File Explorer and find the desired PDF file, then double-tap the file to open it.

To navigate through a PDF document

When you are viewing a PDF document, you can do any of the following:

- Use the vertical and horizontal scroll bars (including the Up, Down, Right and Left arrow keys on the bars) to move to the desired direction of the page.
- Press NAVIGATION up/down/right/left to move to the desired direction of the page.
- Tap  to move to the previous page; tap  to move to the next page. Tap  to jump to the first page; tap  to jump to the last page.
- Tap **Tools > Go To** to select the desired page to view.







To adjust the display size

Tap **Tools > Zoom**, then select one of the following options:

- Select **In/Out** to enlarge/reduce the display size; or
- Select **To %** to specify a zoom ratio using a slider (from 8% to 1000%); or

- Select **Fit Screen** to display the entire page in the window, or select **Fit Width** to make the page width fit in the width of the window.

Tips Alternatively, you can also tap the following toolbar buttons at the bottom of the screen:

- Tap  to **Fit Screen**; tap  to **Fit Width**.
- Tap  to zoom in; tap  to zoom out.


To rotate the view

- Tap **Tools > View > Rotate Right** to rotate the document view clockwise in 90 degree increments.
- Tap **Tools > View > Rotate Left** to rotate the document view counterclockwise in 90 degree increments.

To change the page layout

- Tap **Tools > View > Single Page** to display one page at a time in the document pane.
- Tap **Tools > View > Continuous** to display the pages in a continuous vertical column.

To search for text in the document

1. Tap **Tools > Find > Text** or tap  on the toolbar.
2. Type in the text to be searched, then tap **Find**.
3. The matched text in the document will be highlighted.
4. To search for the next occurrence of the text, tap **Tools > Find > Next**.

To exit Adobe Reader LE

- Tap **Menu > Exit**.

Tips

- Adobe Reader LE displays a bookmark pane for the PDF files that contain bookmarks. Tap the bookmarks to go to a specific section/page within the file.
- Adobe Reader LE supports password-protected PDF files with up to 128-bit encryption. When you open a password-protected PDF file, you will be prompted to enter the password before the file can be opened.

10.5 Copying and Managing Files

You can copy files between your device and PC, or copy files to a storage card that is inserted on your device. You can also efficiently manage your files and folders using File Explorer.

Copy files using Windows Mobile® Device Center or ActiveSync

Using Windows Mobile® Device Center or ActiveSync, you can copy files from your PC to your device and vice versa.

To copy a file between your device and the PC

1. Connect your device to the PC.
2. Click **File Management > Browse** in Windows Mobile Device Center or click **Explore** in ActiveSync on your PC. This opens Windows Explorer on your PC and displays the contents of your device.
3. To copy a file from your device to your PC:
 - a. In Windows Explorer on your PC, browse your device and navigate to the file that you want to copy.
 - b. Right-click the file, then click **Copy**.
 - c. Locate the destination folder on your PC. Right-click the folder, then click **Paste**.
4. To copy a file from your PC to your device:
 - a. On your PC, navigate to the folder that contains the file you want to copy.
 - b. Right-click the file, then click **Copy**.
 - c. Right-click the destination folder on your device, then click **Paste**.

Copying a file results in separate versions of a file on your device and PC. Because the files are not synchronized, changes made to one file will not affect the other. If you want file changes to be automatically updated on your device and PC, you can synchronize files between your device and PC. For more information about synchronizing with a computer, see Chapter 5.

Use File Explorer

File Explorer lets you browse the contents of folders on your device. The root folder on the device is named My Device. My Device is similar to My Computer on the PC and contains the My Documents, Program Files, Temp, Storage Card, and Windows folders, among others.

To use File Explorer

1. Tap **Start > Programs > File Explorer**.
2. Tap a folder or file to open it.
3. To return to an upper level folder, tap the Down arrow (▼) and select the folder.
4. To delete, rename, or copy a file quickly, tap and hold the file then choose the desired operation from the shortcut menu. To select multiple files, tap and drag over the desired files.

Store files to a storage card


To copy files to a storage card

1. Make sure the storage card is properly inserted into your device.
2. Tap **Start > Programs > File Explorer** and navigate to the appropriate folder.
3. Tap and hold the file you want to copy, and tap **Copy**.
4. Tap the Down arrow (▼) then tap **Storage Card** from the list.
5. Tap **Menu > Edit > Paste**.

To automatically save files on a storage card

In the Word Mobile, Excel Mobile, and Notes programs, you may find it helpful to save all new documents, notes, and workbooks directly on a storage card.

1. From the program file list, tap **Menu > Options**.
2. With a storage card inserted in your device, in the **Save to** box, select the appropriate storage card to automatically save new files on the storage card.
3. Tap **OK**.

Note In the file or note list, a storage card symbol () is displayed next to the names of files saved on a storage card.

10.6 ZIP

ZIP allows you to save memory and increase the storage capacity of your device by compressing files in the conventional ZIP format. You can view and extract archive files received from various sources. You can also create new *.zip files on your device.

Start ZIP and Open .zip files

You can use **ZIP** to either archive files or open an existing archive file on your device. Each time you start ZIP on your device, it searches for files that have the .zip file extension, and displays these files on the Archive List screen.

To start ZIP on your device

- Tap **Start > Programs > Accessories > ZIP**.

To open a ZIP file and extract files

1. Open a file using any of the following:
 - Select a file and tap **File > Open Archive**.
 - Tap and hold a file and tap **Open Archive**.
 - Double-tap a file.

Note You cannot select multiple ZIP files.

2. The files contained in the zip file are then displayed. Select files by doing one of the following:
 - Tap to select a file.
 - To select several files, tap **Action** and make sure **Multi-Select Mode** is selected. Select files by tapping each file. (Tap a selected file to deselect it).
 - To select all files, tap **Action > Select All**.
3. Tap **Action > Extract**.
4. Choose a folder in which files will be extracted to, then tap **Extract**.

To create a zip archive

1. Tap **File > New Archive**.
2. On the Save As screen, enter a zip file name and choose a folder in which to save the zip file. You can also choose whether the zip file will be saved on the device's main memory or a storage card.
3. Tap **Save**.
4. Tap **Action > Add**.
5. Double-tap the folder that contains the files you want to archive.
6. Select files by doing one of the following:
 - Tap to select a file.
 - To select several files, tap and hold on the screen, then select **Multi-Select Mode**. Select files by tapping each file. (Tap a selected file to deselect it).
 - To select all files, tap and hold on the screen, then tap **Select All**.
7. Tap **Add**.
8. Tap **File > Close Archive**.
9. After closing the zip file, you can tap **File > Find Archive** to search for all zip files and display them on the Archive List screen.

Chapter 11

Getting Connected

11.1 Using Comm Manager

11.2 Ways of Connecting to the Internet

11.3 Wi-Fi

11.4 GPRS/EDGE

11.5 Dial-up and Other Connections

11.6 Starting a Data Connection

11.7 Internet Explorer® Mobile

**11.8 Using Your Device as a Modem
(Internet Sharing)**

11.9 Bluetooth

11.1 Using Comm Manager

Comm Manager acts like a central switcher that lets you enable or disable phone features as well as manage your data connections easily.

To open Comm Manager

- Tap the **Comm Manager** icon (📶) on the Today screen; or
- Tap **Start > Settings > Connections** tab > **Comm Manager**.

Simply tap the corresponding button to enable or disable a feature.



- 1 Tap to toggle between enabling or disabling the phone. Tap **Settings > Phone** to set the ring tone and other phone settings. See Chapter 4 for details.
- 2 Tap to toggle between turning on or off Wi-Fi. Tap **Settings > Wi-Fi** to configure Wi-Fi on your device. See "Wi-Fi" in this chapter for details.
- 3 Tap to disconnect active data connections (e.g. GPRS/EDGE). You cannot reconnect a data connection in Comm Manager.
- 4 Tap to open ActiveSync so you can synchronize the device and computer. See Chapter 5 for details.
- 5 Tap to toggle between turning on or off Bluetooth. Tap **Settings > Bluetooth** to configure Bluetooth on your device. See "Bluetooth" in this chapter for details.
- 6 Tap to toggle between automatically receiving (as items arrive) or manually retrieving Outlook e-mails (see Chapter 8 for details). Disabling this feature will override the options you have set for your synchronization schedule.
- 7 Tap to toggle between turning on the phone's ringer or setting the phone to vibration/mute mode.
- 8 Tap to toggle between enabling or disabling your device to receive beamed information through Bluetooth.

11.2 Ways of Connecting to the Internet

Your device's networking capabilities allow you to access the Internet or your corporate network at work through wireless and conventional connections. You can connect to the Internet through one of the following connections:

- Wi-Fi
- GPRS or EDGE
- Dial-up
- Work connections, such as Virtual Private Network (VPN) and proxy connections

11.3 Wi-Fi

Wi-Fi provides wireless Internet access over distances of up to 300 feet. To use Wi-Fi on your device, you need access to a wireless access point or "hotspot".

Note The availability and range of your device's Wi-Fi signal depends on the number, infrastructure, and other objects through which the signal passes.

T-Mobile HotSpot gives you wireless access to the Internet over the T-Mobile Wi-Fi network in convenient locations across the U.S., such as airports, coffee shops, bookstores, universities, and more. It is great for e-mail, web browsing, and other high-bandwidth applications. Contact T-Mobile to add T-Mobile HotSpot service to your data plan.

Turn Wi-Fi on and off

1. Open the **Comm Manager**.
2. Tap the **Wi-Fi** button to turn on/off the wireless function. The WLAN icon indicates the wireless status.



: Wi-Fi is turned on.



: Wi-Fi is turned off.

3. Available wireless networks will be detected.

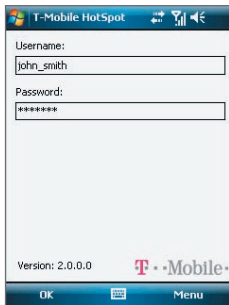
Connect to T-Mobile HotSpot



You can set up your device to automatically log into T-Mobile's wireless network whenever you connect to a T-Mobile HotSpot.

To log in to T-Mobile HotSpot

1. Tap **Start > Programs > HotSpot Login**.
2. Enter your username and password, then tap **OK**.

Next time you are in a T-Mobile HotSpot location, simply turn on Wi-Fi from Comm Manager when you are in a T-Mobile HotSpot, and you will be connected.



As the connection to a T-Mobile HotSpot is being established, you will see a flashing  icon on the title bar. When you successfully log in to a T-Mobile HotSpot, the  icon then appears indicating that you are connected.

To log off from T-Mobile HotSpot

- Tap the  icon on top of the screen to log off.

To change the HotSpot Login settings

The HotSpot Login utility has been set up to automate your login process when you are in a T-Mobile HotSpot. If you want to change the settings, follow these steps:

1. Tap **Start > Programs > HotSpot Login**.
2. Tap **Menu > Advanced Settings** to view the current settings.
3. Select or clear the following check boxes according to your preference:
 - **Skip 'login/cancel/sign up' request.** If not selected, the login and signup screen will be shown. On this screen, tap **Login** to go to the next screen where you can enter your username and password. If you would like to get a T-Mobile HotSpot account, select **Sign up for T-Mobile HotSpot service**.

- **Automatic login.** If not selected, you will always be prompted to type in your username and password whenever you connect to T-Mobile HotSpot.
- **Skip logoff prompt.** If not selected, a message will always display first to confirm whether you want to log off from the T-Mobile HotSpot service.
- **Disable HotSpot Login Utility.** If selected, you will not be prompted to connect when you are in a T-Mobile HotSpot location. To connect, clear this check box.

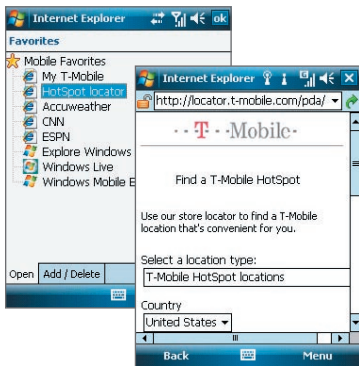
4. Tap **OK**.

Note To change back to the default settings, tap **Menu > Reset All**. The username and password will also be deleted.

To find a T-Mobile HotSpot location

Use the **HotSpot Locator** in Internet Explorer Favorites to find your nearest T-Mobile HotSpot.

1. Tap **Start > Internet Explorer**.
2. Tap **Menu > Favorites**.
3. Tap **HotSpot locator** from the Mobile Favorites list.
4. Select a location type. You can also specify location details such as street or landmark, city, etc.
5. Tap **Submit**.

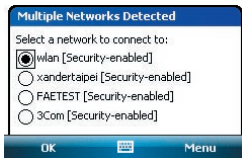


Connect to other wireless networks

After Wi-Fi is turned on in Comm Manager, your device scans for available wireless networks in your area.

To connect to a wireless network

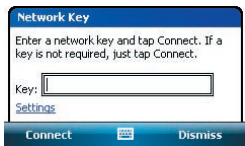
1. The network names of the detected wireless networks will be displayed on a pop-up message window. Tap the desired wireless network, then tap **OK**.



2. On the next pop-up message window, tap **The Internet** if the wireless network connects your device to the Internet. Otherwise, tap **Work** if the wireless network connects your device to a private network.



3. If the wireless network is secured by a network key, enter this key, then tap **Connect**.




Next time you use your device to detect wireless networks, you will not see the pop-up message windows again, and you will not be prompted to enter the network key of the previously accessed wireless network (unless you perform a hard reset which will erase custom settings on your device).


Note Wi-Fi networks are self-discoverable, which means no additional steps are required for your device to connect to a Wi-Fi network. It may be necessary to provide a username and password for certain closed wireless networks.

To check wireless network status

You can check the current wireless connection status from any of the following screens of your device:

- **Title bar.**

When you enable Wi-Fi on your device, the Wi-Fi ON icon () will appear on the title bar.

After Wi-Fi is turned on, your device scans for available wireless networks and the wireless signal icon () appears on the title bar. The arrows in this icon will move back and forth while your device is scanning for a wireless network signal. Once your device successfully connects to a wireless network, the arrows stop moving.

- **Wi-Fi Status screen.**

Tap **Start > Settings > Connections** tab > **Wi-Fi Status > Main** tab to see the name of the wireless network that your device is currently connected to.

The configuration and signal quality of the wireless network are also shown.

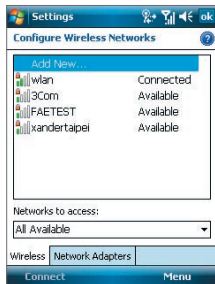
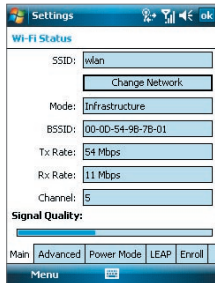
- **Configure Wireless Networks screen.**

Tap **Start > Settings > Connections** tab > **Wi-Fi > Wireless** tab. This screen displays the wireless networks currently available.

To connect to a wireless network in the list, tap and hold on the desired network, then tap **Connect**.

Tap a wireless network in the list to view or change its connection settings.

You can also add new wireless networks, if available, by tapping **Add New**.

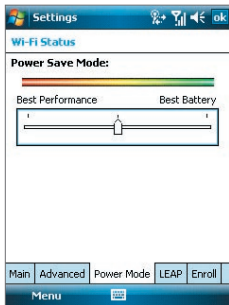


To save battery power while connected to a wireless network

Using Wi-Fi consumes battery power quickly. Turn off Wi-Fi when not in use. You can also enable power saving settings.

1. Tap **Start > Settings > Connections** tab > **Wi-Fi Status**.
2. On the **Power Mode** tab, move the **Power Save Mode** slider to a position that optimizes performance with the least power consumption.

For example, move the slider to the left (Best Performance) to have the optimal wireless network performance; move to the right (Best Battery) to obtain the maximum battery usage.



11.4 GPRS/EDGE

Use GPRS/EDGE to connect to the Internet and to send and receive picture messages on your device. You will need a data plan to access the T-Mobile GPRS/EDGE network.

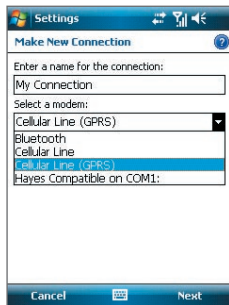
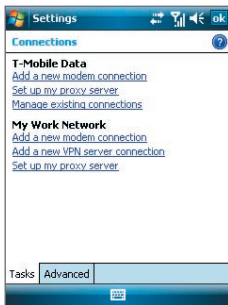
GPRS/EDGE settings are already preconfigured on your device, and your device is ready to use T-Mobile GPRS/EDGE services. Please do not change the settings as this may cause services to stop working.

To add a new GPRS/EDGE connection

In times when you need to add another GPRS/EDGE connection on your device, obtain the **Access point name** from your wireless service provider. Also, check if a user name and password are required.

1. Tap **Start > Settings > Connections** tab > **Connections**.
2. Under **T-Mobile Data**, tap **Add a new modem connection**.
3. On the Make New Connection screen, enter a name for the connection.

4. In the **Select a modem** list, select **Cellular Line (GPRS)**, then tap **Next**.



5. Enter the Access point name, then tap **Next**.



6. Enter the user name and password, only if required.
7. Tap **Finish**.

- Notes**
- To view help information for any screen, tap the help icon (?).
 - To modify your connection settings, tap **Manage existing connections** on the Connections screen, and complete the connection wizard.

To enable auto selection of an available connection

If you have created more than one GPRS/EDGE connection, you can set your device to connect to the best available connection automatically.

1. Tap **Start > Settings > Connections** tab > **Connections**.
2. Under T-Mobile Data, tap **Manage existing connections**.
3. Select **Auto pick**, then tap **OK**.

11.5 Dial-up and Other Connections

Dial-up

When you use your device to dial up to your Internet Service Provider (ISP) and connect to the Internet, you will be billed by the number of minutes that you use.

To set up a dial-up connection to your ISP

To establish a dial-up connection on your device, you need the same settings that you normally use when you dial up from your computer. This includes the ISP server phone number, your user name and password.

1. Tap **Start > Settings > Connections** tab > **Connections**.
2. Under **T-Mobile Data**, tap **Add a new modem connection**.
3. On the Make New Connection screen, enter a name for the connection.
4. In the **Select a modem** list, select **Cellular Line**, then tap **Next**.
5. Enter the ISP server phone number, then tap **Next**.
6. Enter your user name, password, and any other information required by your ISP.
7. Tap **Finish**.

Work network connections

A Virtual Private Network (VPN) connection allows you to access your company network through your device's Internet connection. Whereas a proxy connection lets you access the Internet using an existing connection to your corporate or WAP network.

To set up work network connections

1. Obtain the following information from your network administrator:
 - Server phone number
 - User name
 - Password
 - Domain (and other required settings, such as IP address)
2. Tap **Start > Settings > Connections** tab > **Connections**.
3. In **My Work Network**, follow the instructions for each type of connection.
4. Complete the connection wizard, then tap **Finish**.

11.6 Starting a Data Connection

After setting up a data connection such as GPRS/EDGE or ISP dial-up on your device, you can now connect your device to the Internet. The connection is started automatically when you begin using a program that accesses the Internet such as Internet Explorer Mobile.

To manually start a data connection

If you have set up multiple types of data connections on your device, you can manually start a connection.

1. Tap **Start > Settings > Connections** tab > **Connections**.
2. Tap **Manage existing connections**.
3. Tap and hold the name of the desired connection, then tap **Connect**.


To disconnect active data connections

- Tap the Comm Manager icon () on the Today screen, then tap the **Data Connection** button ().

11.7 Internet Explorer® Mobile

Internet Explorer® Mobile is a full-featured Internet browser, optimized for use on your device.

To go to a web site

1. Tap **Start > Internet Explorer**.
2. Enter the web site address in the address bar, then tap .

To set a Home page

1. Go to the desired web site.
2. Tap **Menu > Tools > Options > General** tab.
3. Do one of the following:
 - To use the displayed page as the Home page, tap **Use Current**.
 - To use the default Home page, tap **Use Default**.

Tip To go to your Home page, tap **Menu > Home**.

To transfer favorites from your PC

You can transfer the favorites you have stored on your PC to your device by synchronizing the Internet Explorer favorites on your PC with your device.

1. In Windows Mobile Device Center or ActiveSync on your PC, choose to synchronize **Favorites**.
2. In Internet Explorer on your PC, click **Favorites > Add to Favorites** and save or move favorite links to the Mobile Favorites subfolder in the Favorites list.
3. Connect your device to your PC. If synchronization does not start automatically, click **Sync**.

To add a favorite

1. Go to the desired web page, then tap **Menu > Add to Favorites**.
2. Confirm or change the name, and select a folder for storing the favorite.
3. Tap **Add**.

To delete a favorite or folder

1. Tap **Menu > Favorites > Add/Delete** tab.
2. Select the item you want to delete, and tap **Delete**.

To change the size of text on web pages

- Tap **Menu > View > Text Size**, and tap the size you want.

To change how web pages fill the screen

1. Tap **Menu > View**.
2. Tap one of the following:
 - **One Column.** Arranges the content into one column that is as wide as the screen. This means that you will rarely have to scroll horizontally.
 - **Fit to Screen.** Makes items smaller and arranges the content so that you can see most of it without having to scroll horizontally.
 - **Desktop.** Keeps the same layout and size as on a desktop computer, which will require both horizontal and vertical scrolling.

To clear the History list

1. Tap **Menu > Tools > Options > Memory** tab.
2. Tap **Clear History**.

To save a picture from a web page

1. Tap and hold the picture, and tap **Save Image**.
2. Do one of the following:
 - To save the picture in **My Pictures** on your device, tap **Yes**.
 - To save the picture in another location, such as a storage card, tap **Save As**.

To delete temporary Internet files

Your device temporarily stores Web pages that you frequently visit or have visited recently to speed up the display of these web pages when you access them. You may want to delete these files to free storage space.

1. Tap **Menu > Tools > Options > Memory** tab.
2. Tap **Delete Files**. All pages stored on your device, including offline favorites content, will be deleted.

To set up Internet security settings

Cookies are small files containing information about your identity and preferences so that a page can tailor information to your needs. The page sends the file, and it is stored on your device.

1. Tap **Menu > Tools > Options > Security** tab.
2. To prevent Internet Explorer Mobile from accepting any cookies, clear the **Allow cookies** check box.
3. Select the check boxes for the other security options you want, and tap **OK**.

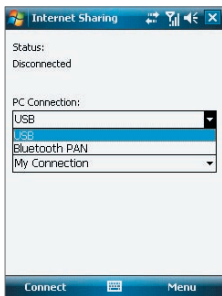
11.8 Using Your Device as a Modem (Internet Sharing)

Internet Sharing connects your PC or notebook computer to the Internet by using your device's data connection (GPRS or EDGE, for instance). You can choose to connect via USB or Bluetooth.

- Notes**
- Make sure your device has a SIM card installed, and your device has a GPRS/EDGE or phone dial-up modem connection. If your device has not been set up with a data connection yet, tap **Menu > Connection Settings** on the Internet Sharing screen. For more information about setting up these connections, see "GPRS/EDGE" and "Dial-up" earlier in this chapter.
 - If you want to use a USB cable connection, you must first install Windows Mobile Device Center or Microsoft ActiveSync version 4.5 or later on the computer.
 - If want to use a Bluetooth connection, make sure your computer has built-in Bluetooth capability. If your computer does not have Bluetooth, you can connect and use a Bluetooth adapter or dongle on your computer.
 - Before using Internet Sharing, disconnect from Windows Mobile Device Center or ActiveSync on your computer.

To set up your device as a USB modem

1. On your device, tap **Start > Programs > Accessories > Internet Sharing**.
2. In the **PC Connection** list, select **USB**.



3. In the **Network Connection** list, select the name of the connection that your device uses to connect to the Internet.
4. Plug in the USB cable between your device and the computer.
5. Tap **Connect**.

To set up your device as a Bluetooth modem

1. On your device, turn on Bluetooth and set it to visible mode. See “To turn Bluetooth on and make your device visible” for details.
2. Initiate a Bluetooth partnership from your device by following the steps in “To create a Bluetooth partnership.”
3. Tap **Start > Programs > Accessories > Internet Sharing**.
4. Select **Bluetooth PAN** as the **PC Connection**.
5. From the **Network Connection** list, select the name of the connection that your device uses to connect to the Internet.
6. Tap **Connect**.
7. On your computer, set up a Bluetooth Personal Area Network (PAN) with your device:

For Windows Vista:

- a. Click **Start > Control Panel > Network and Sharing Center**.
- b. Click **Manage network connections** and then under **Personal Area Network**, double-click **Bluetooth Network Connection**.

- c. In the Bluetooth Personal Area Network Devices dialog box, select your phone, then click **Connect**.

For Windows XP:

- a. Tap **Start > Control Panel > Network Connections**.
 - b. Under **Personal Area Network**, click the **Bluetooth Network Connection** icon.
 - c. Under **Network Tasks**, click **View Bluetooth network devices**.
 - d. In the Bluetooth Personal Area Network Devices dialog box, select your device, then click **Connect**.
8. On the Internet Sharing screen on your device, check if a connected status is displayed, which indicates that your computer has been successfully connected to the Internet using your device as a Bluetooth modem.

To end the Internet connection

- On the Internet Sharing screen, tap **Disconnect**.

11.9 Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about 26 feet without requiring a physical connection.

Bluetooth modes

Bluetooth on your device operates in three different modes:

- **On.** Bluetooth is turned on. Your device can detect other Bluetooth-enabled devices, but not vice versa.
- **Off.** Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth. Turn off Bluetooth when not in use to conserve battery power, or in places where using a wireless device is prohibited, such as on board an aircraft and in hospitals.
- **Visible.** Bluetooth is turned on, and all other Bluetooth-enabled devices can detect your device.

Note By default, Bluetooth is turned off. If you turn it on, then turn off your device, Bluetooth also turns off. When you turn on your device again, Bluetooth automatically turns on.

To turn Bluetooth on and make your device visible

1. On your device, tap **Start > Settings > Connections tab > Bluetooth > Mode** tab.
2. Select the **Turn on Bluetooth** and **Make this device visible to other devices** check boxes.
3. Tap **OK**.

Bluetooth partnerships

A Bluetooth partnership is a relationship that you create between your device and another Bluetooth-enabled device in order to exchange information in a secure manner.

To create a Bluetooth partnership

1. On your device, tap **Start > Settings > Connections tab > Bluetooth**.
2. On the **Devices** tab, tap **Add new device**. Your device searches for other Bluetooth devices and displays them in the box.
3. Tap the desired device name in the box.
4. Tap **Next**.
5. Specify a passcode to establish a secure connection. The passcode can be 1 up to 16 characters.
6. Tap **Next**.
7. Wait for the paired device to accept the partnership. The receiving party needs to enter the same passcode that you specified.
8. The name of the paired device is then displayed. You may edit and enter a new name for that device.
9. Select the check boxes of services that you want to use from the paired device.
10. Tap **Finish**.

Note Creating a Bluetooth partnership between two devices is a one-time process. Once a partnership is created, the devices can recognize the partnership and exchange information without entering a passcode again.

To accept a Bluetooth partnership

1. Ensure that Bluetooth is turned on and in visible mode.
2. Tap **Yes** when prompted to establish a partnership with the other device.
3. Enter a passcode (the same passcode that is entered on the device requesting the partnership) to establish a secure connection. The passcode must be between 1 and 16 characters.
4. Tap **Next**.
5. Tap **Finish**. You can now exchange information with the paired device.

- Tips**
- To rename a Bluetooth partnership, tap and hold the partnership's name on the **Devices** tab of the Bluetooth Settings screen, then tap **Edit**.
 - To delete a Bluetooth partnership, tap and hold the partnership's name on the **Devices** tab, then tap **Delete**.

Connect a Bluetooth hands-free or stereo headset

For hands-free phone conversations, you can use a Bluetooth hands-free headset such as a car kit with your device. Your device also supports A2DP (Advanced Audio Distribution Profile) which means that you can use a Bluetooth stereo headset for hands-free phone conversations and for listening to stereo music.

To connect a Bluetooth hands-free or stereo headset


1. Make sure that both your device and the Bluetooth headset are turned on and within close range, and that the headset is visible. Refer to the manufacturer's documentation to find out how to set the headset in visible mode.
2. Tap **Start > Settings > Connections** tab.
3. Tap **Bluetooth > Devices** tab > **Add new device**. Your device searches for other Bluetooth-enabled devices and displays them in the list.

4. Tap the name of the Bluetooth headset, then tap **Next**.
5. Enter the passcode of the Bluetooth headset, then tap **Next**.

Note Common passcodes are 0000 and 1234. If these do not work, then refer to the headset documentation for the code.

6. Make sure the **Hands Free** check box is selected. If you have a Bluetooth stereo headset, also make sure **Wireless Stereo** is selected.

7. Tap **Finish**.

While the Bluetooth stereo headset is connected, the **Headset** icon () will appear on the title bar.

Note If the Bluetooth stereo headset becomes disconnected, turn the headset on and repeat steps 1 to 3 above. Tap and hold the name of the Bluetooth stereo headset and tap **Set as Wireless Stereo**.



Beam information using Bluetooth

You can beam information, such as contacts, calendar items, and tasks, as well as files from your device to your computer or to another Bluetooth-enabled device.

Note If your computer does not have built-in Bluetooth capability, you need to connect and use a Bluetooth adapter or dongle on your computer.

To beam information from your device to a computer

1. Turn on Bluetooth on your device, and make your device visible. For information about this, see “To turn Bluetooth on and make your device visible”.
2. Next, set Bluetooth on your computer to visible mode, create a Bluetooth partnership, then enable your computer to receive Bluetooth beams.

If your computer has **Windows Vista or Windows XP SP2** and your computer's Bluetooth adapter is supported by your Windows version, do the following steps:

- a. On your computer, open **Bluetooth Devices** from the Control Panel then click the **Options** tab.
 - b. For **Windows Vista**, select **Allow Bluetooth devices to find this computer**.
For Windows XP, select **Turn discovery on** and **Allow Bluetooth devices to connect to this computer**.
 - c. Create a Bluetooth partnership between your device and computer. For information about creating a partnership, see "Bluetooth partnerships".
 - d. In the **Options** tab of **Bluetooth Devices**, select **Show the Bluetooth icon in the notification area**.
 - e. To enable your computer to receive Bluetooth beams, right-click the Bluetooth icon at the bottom-right of your computer screen and select **Receive a File**.
3. Now you are ready to beam. On your device, select an item to beam. The item can be an appointment in your calendar, a task, a contact card, or a file.
 4. To beam a contact, tap **Menu > Send Contact > Beam**.
To beam other types of information, tap **Menu > Beam [type of item]**.
 5. Tap the device name to which you want to send the beam.
 6. If you beamed a calendar, task, or contact item to your computer and it is not automatically added to Outlook, select **File > Import and Export** in Outlook to import it.

To beam information to a Bluetooth-enabled device such as another Windows Mobile powered device, follow steps 1 to 5 in the above procedure.

- Tips**
- The default folder on your computer where beamed items are stored may be C:\Documents and Settings\your_username\My Documents in Windows XP or C:\Users\your_username\My Documents in Windows Vista.
 - For your device to receive Bluetooth beams, tap **Start > Settings > Connections** tab > **Beam** and make sure the **Receive all incoming beams** check box is selected.

Bluetooth Explorer and Bluetooth file sharing

Bluetooth Explorer searches for other Bluetooth devices that have file sharing enabled and lets you access their Bluetooth shared folder. You can copy files from and to their shared folder, and create subfolders in it. When you enable **Bluetooth file sharing** on your device, other Bluetooth-enabled devices will also be able to access your Bluetooth shared folder.

To enable Bluetooth Explorer and Bluetooth file sharing on your device

1. Tap **Start > Settings > Connections** tab > **Bluetooth > FTP** tab.
2. Select the **Enable Bluetooth Explorer** check box. This makes the **\Bluetooth** device folder visible in the File Explorer.
3. Select the **Enable File Sharing** check box.

You can use the default Bluetooth shared folder, or tap **Browse** to use another folder as your shared folder.

To use Bluetooth Explorer

1. Bluetooth Explorer is integrated with the File Explorer program. You can open it by tapping **Start > Programs > Accessories > Bluetooth Explorer** or by tapping Down arrow (▼) on the upper left of File Explorer then tapping **Bluetooth**.
2. Bluetooth Explorer then scans for other Bluetooth devices that have file sharing enabled. From the list, tap to select a Bluetooth device you want to connect to. You may need to enter a passcode in order for you to connect to the selected device.



3. If there are files contained in the Bluetooth shared folder on the other device, you will be able to see them on the Bluetooth Explorer screen. Select one or more files, then tap **Menu > Edit** and choose to cut or copy the files.
4. Tap **Up** twice.
5. Navigate to the folder where you want to paste the files on your device, then tap **Menu > Edit > Paste**.

Use another Bluetooth phone as a modem

You can use another phone that has Bluetooth as a modem for your device to browse the Internet or to transfer other information.

Note Normally, you will need another phone as a modem only if your PDA has no integrated phone capability.

To use a Bluetooth phone as a modem for your device

1. On your device, tap **Start > Settings > Connections** tab > **Connections**.
2. Tap **Add a new modem connection** then enter a name for the connection.
3. In the **Select a modem** list, tap **Bluetooth** then tap **Next**.
4. If the phone appears in the **My Connections** list, skip to step 9.
5. If the phone does not appear in the **My Connections** list, tap **Add new device**, and follow the remaining steps.
6. Select the phone from the list and tap **Next**.
7. Enter a passcode and tap **Next**.
8. Enter the same passcode on the phone and tap **Finish**.
9. In the **My Connections** list on your device, select the phone and tap **Next**.
10. Enter the phone number to dial for this connection and tap **Next**.
11. Enter the required logon information for this connection and tap **Finish**.

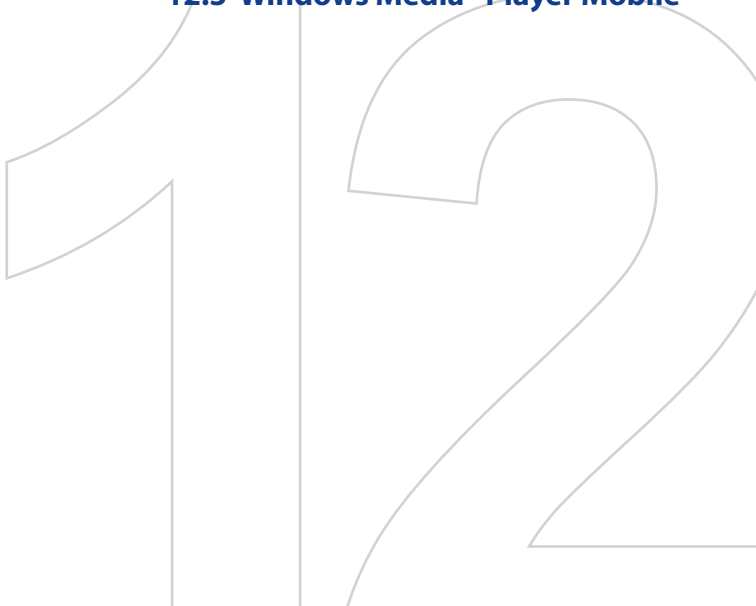
Chapter 12

Experiencing Multimedia

12.1 Camera

12.2 Pictures & Videos

12.3 Windows Media® Player Mobile



12.1 Camera

Taking photos and recording video clips along with audio are easy with your device's built-in camera.

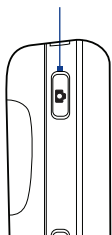
To open the Camera screen

- Press the CAMERA button on your device; or
- Tap **Start > Programs > Camera**; or
- Tap **Start > Programs > Pictures & Videos > Camera** icon.

To exit the Camera

- Tap the **Exit** icon () on the Camera screen.



CAMERA button



Capture modes

The camera on your device allows you to capture pictures and video clips by using various built-in modes with flexibility. The Camera mode is set to the **Photo** capture mode by default. The upper left corner of the screen displays the active capture mode.

To change the capture mode

- Tap  or  on the Camera screen; or
- Press NAVIGATION left or right.

Select the capture mode.

Current capture mode.



Exit icon

The available capture modes of the camera are as follows:

- **Photo:** Captures standard still images.
- **Video:** Captures video clips, with or without accompanying audio.
- **MMS Video:** Captures video clips suitable for sending with picture messages.
- **Contacts Picture:** Captures a still image and gives you the option to immediately assign it as a Photo ID for a contact.
- **Picture Theme:** Captures still images and places them within frames.
- **Sports:** Captures a sequence of still images (3, 5, 7, or 10) automatically.
- **Burst:** Captures a sequence of still images (maximum 30) as long as the CAMERA button on the device or the ENTER button on the NAVIGATION Control is kept pressed.

File formats supported

Using the available capture modes, the camera in your device captures files in the following formats:

Capture type	Format
Still image	JPEG
Video	MPEG-4 (.mp4), Motion-JPEG (.avi), H.263 (.3gp)
MMS Video	H.263 baseline (.3gp), MPEG-4 (.mp4)
Sports / Burst	JPEG

Camera controls

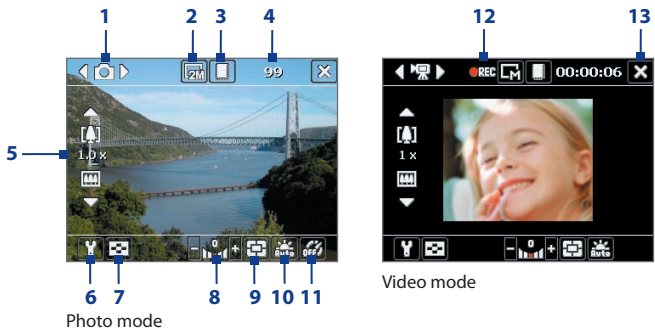
Use either the CAMERA button or the ENTER button as the shutter release.

- Press the CAMERA button or the ENTER button to take a photo or contacts picture.
- Press the CAMERA button or the ENTER button to start recording video; press it again to stop recording.
- Press the CAMERA button or the ENTER button each time when taking photos for a picture theme or panorama.
















- To take consecutive shots in Sports mode, press the CAMERA button or the ENTER button shortly, then move your device to follow the movement of your subject.
- Press and hold the CAMERA button or the ENTER button when taking consecutive shots in Burst mode.

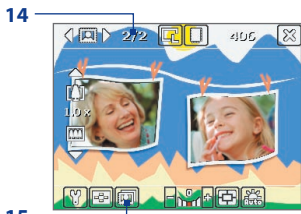
Press NAVIGATION up or down to increase or decrease the zoom level. For more information, see “Zooming” in this chapter.

On-screen controls and indicators



- 1 Mode Switching control.** Tapping the left/right arrow (◀/▶) on the screen allows you to switch the capture mode.
- 2 Resolution.** The resolution icon (LS/LM/LH/LM/ZM) indicates the current resolution. Tap to toggle among the different resolutions.
- 3 Storage.** Tap to toggle between saving captured photos or video clips on the device memory (📁) or on the memory card (📁).
- 4 Remaining information indicator.** In Photo, Contacts Picture, Picture Theme, Sports, and Burst modes, this shows the remaining, available shots of pictures based on current settings. In Video and MMS Video modes, this shows the remaining duration that can be recorded. While recording video, this shows the recorded duration.

- 5 **Zoom control.** Tapping the up/down arrow (▲/▼) or tapping  /  on the screen allows you to zoom in or zoom out.
- 6 **Camera Settings.** Tap the **Tool** icon () to open the Camera Settings screen.
- 7 **Viewer.** Tap the **Viewer** icon () to open the Pictures & Videos screen.
- 8 **Brightness.** Tapping the minus/plus icon ( / ) decreases or increases the brightness level.
- 9 **Metering Mode.** Tap to toggle the metering mode between **Center Area** () and **Average** ().
- 10 **White Balance.** Tap to toggle among the different white balance settings: Auto (), Daylight (), Night (), Incandescent (), and Fluorescent ().
- 11 **Self-timer.** Tap to set the Self-timer to 2 seconds, 10 seconds, or off when in the Photo or Contacts Picture mode. When you press the ENTER button or the CAMERA button to capture a still image, it starts to count down, and then captures a still image after the assigned time (2 seconds or 10 seconds).
- 12 **Recording indicator.** This shows a red, blinking indicator while video recording is in progress.
- 13 **Exit.** Tap the **Exit** icon () to exit the Camera program.
- 14 **Progress indicator.** In Picture Theme, Sports, and Burst modes, this shows the total number of consecutive shots.
- 15 **Template Selector icon.** In Picture Theme mode, tap  to toggle among the different templates.



Picture Theme mode

Zooming

Before capturing a still image or a video clip, you can zoom in to make the object in focus move closer or zoom out to make the object move farther away.

To zoom in

- Press NAVIGATION up on your device; or
- Tap the triangular Up arrow above the Zoom Ratio indicator. When the zooming limit is reached, you will hear a beep.

To zoom out

- Press NAVIGATION down; or
- Tap the Down arrow below the Zoom Ratio indicator.

The camera zoom range for a picture or a video clip depends on the capture mode and capture size. The following table is a summary.

Capture mode	Capture size setting	Zoom range
Photo	2M (1600 x 1200)	No zooming available
	1M (1280 x 960)	1.0x to 2.0x
	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
	Small (160 x 120)	1.0x to 10.0x
Video	Medium (176 x 144)	1x and 2x
	Small (128 x 96)	1x and 2x
MMS Video	Medium (176 x 144)	1x and 2x
	Small (128 x 96)	1x and 2x
Contacts Picture	Large (480 x 640)	1.0x to 2.0x
	Medium (240 x 320)	1.0x to 4.0x
	Small (120 x 160)	1.0x to 4.0x
Picture Theme	Determined by the current template	Depends on the size of the template currently loaded

Capture mode	Capture size setting	Zoom range
Sports	Large (640 x 480)	1x and 2x
	Medium (320 x 240)	1x, 2x and 4x
	Small (160 x 120)	1x, 2x, 4x and 8x
Burst	Large (640 x 480)	1x and 2x
	Medium (320 x 240)	1x, 2x and 4x
	Small (160 x 120)	1x, 2x, 4x and 8x

The Review screen





Review screen

After taking a still image or recording a video clip, you can view the image or video clip on the **Review screen**.


You can also tap the following icons at the bottom of the Review screen:

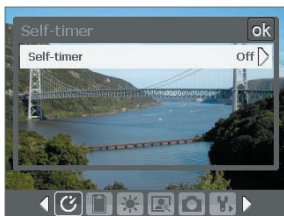
Icon	Function
Back	Go back to the live Camera screen.
Delete	Remove the captured image or video.
Send	Send via e-mail or MMS.
View	View the image in the Pictures & Videos program, or play the captured video in Windows Media Player.
Assign to Contacts	Associate the photo to a selected contact.
Browse	After capturing in Sports or Burst mode, the total number of consecutive shots is shown in the lower right corner of the Review screen. Tap the up/down arrow to browse through the sequence of photos.

To change the display duration of the Review screen

1. Tap  to open the Camera Settings screen.
2. On the Camera Settings screen, tap . The Advanced menu then appears.
3. Tap **Review Duration**, then tap the desired time length for displaying captures on the Review screen.

Camera settings

While capturing a still image or video clip using any capture modes, tap the **Tool** icon () to access the Camera Settings screen. The Camera Settings screen allows you to configure capture settings.



Camera Settings screen in Photo mode

When you tap the icons at the bottom of the Camera Settings screen, different menus will appear. Some menus and options may be available only in certain capture modes.

You can either tap on-screen or press the Navigation Control buttons to navigate the Camera Settings screen.



Self-timer menu

- **Self-timer.** Select the Self-timer option for capturing images: **Off**, **2 seconds**, or **10 seconds**. Selecting 2 seconds or 10 seconds delays the capturing by the specified time after you press the CAMERA button or the ENTER button.



Template menu

- **Template.** Select a template (in Picture Theme mode only).



Sports/Burst Settings menu

- **Capture Speed.** This determines the interval between shots. **Fast** captures consecutive shots at the shortest interval.
- **Snapshots.** Select the number of consecutive shots to capture (in Sports mode only).



Storage menu

- **Storage.** Select where you want to save your files. You can either save the files to the main memory or to a storage card.



Ambience menu

- **White Balance.** Select a white balance setting type such as Fluorescent, Night, etc. to suit your lighting environment.
- **Effect.** Choose a special effect such as Grayscale, Sepia, etc., to apply to your photos or video clips.



Capture Settings menu

- **Resolution.** Select the desired image or video size.
- **Quality.** Select the JPEG image quality level for all captured still images. You can choose from **Basic**, **Normal**, **Fine**, and **Super Fine**.
- **Metering Mode.** Select a metering mode to allow the camera to measure the amount of light in the center and around the image and calculate the best-fit exposure value before capturing. Choose either **Center Area** to measure light using the center area of the image or **Average** to measure light using the area all around the image.
- **Time Stamp** (Photo, Sports and Burst modes). Choose whether or not to include the shooting date and time on captured photos.



Capture Mode menu

- **Mode.** Switch between different capture modes such as Photo, Video, Contacts Picture, and more. For more information about these modes, see “Capture modes” earlier in this chapter.



Advanced menu



Tap the left/right icon in this bar to switch between the menu pages in the Advanced menu.

Alternatively, when using the NAVIGATION Control buttons, press NAVIGATION up/down to go to this bar. Then, press NAVIGATION left/right to switch between the menu pages.

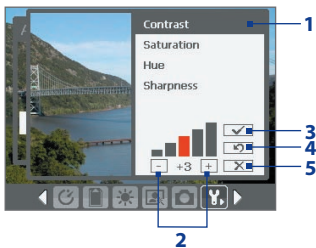
- **Capture Format.** Select the desired file format.
- **Shutter Sound.** Choose whether or not you want the camera to make a shutter sound when you press the ENTER or CAMERA button.
- **Grid** (Photo mode only). Choose whether or not to show a grid on the Camera screen. Showing a grid helps you frame and center your subject more easily and accurately.



- **Keep Backlight.** Turn the backlight on or off. This overrides your device backlight settings while you are using the camera.
- **Review Duration.** Set a time length for displaying the captured image/video on the Review screen before automatically saving it and returning to the live Camera screen. Select **No Limit** if you do not want to impose a time limit. Select **No Review** to immediately return to the live Camera screen after capturing.
- **Flicker Adjustment.** When taking indoor shots, flicker on the camera screen may be caused by inconsistencies between the vertical scan rate of the camera display and the flicker frequency of fluorescent

lighting. To reduce flicker, you can change the flicker adjustment setting to **Auto** or to the proper frequency (**50Hz** or **60Hz**) of the country where your device is being used.

- **Record with Audio.** Select **On** to record audio with the captured video clips. This is selected by default. If you select **Off** and then capture a video clip, it will have no audio.
- **Prefix.** Specify how to name captured images and video clips. When **Default** is selected, the file name of each new captured file is set to "IMAGE" or "VIDEO" followed by a sequential number, for example: IMAGE_001.jpg. You may also choose to name files using either the current **Date** or **Date & Time** as the prefix.
- **Counter.** By default, captured image or video files are named with a prefix and some sequential numbers, such as 001, 002, and so on. To reset the numbering to "001" for your captured files, tap **Reset**.
- **Recording Limit.** Specify the maximum time or file size for recording.
- **Template Folder** (in Picture Theme mode only). By default, templates are stored in the **\My Documents\Templates** folder on the device's **Main Memory**. If you transferred some templates to a storage card (via File Explorer), set this option to **Main + Card** to specify that templates are located in both the main memory and the storage card.
- **Adjust.** This option allows you to adjust the camera display properties, such as **Contrast**, **Saturation**, **Hue**, and **Sharpness**.



- 1 Tap a property to adjust.
- 2 Tap the plus/minus icon or press NAVIGATION left/right to increase/decrease the value. The live Camera screen on the background immediately shows the effect of changes.
- 3 Tap to save the settings.
- 4 Tap to reset all properties to their default.
- 5 Tap to close the submenu without applying and saving the changes.

12.2 Pictures & Videos

Pictures & Videos allows you to view and manage the following types of media files on your device:

File Type	File Extensions
Image	*.bmp, *.jpg, *.gif
GIF animation	*.gif
Video	*.avi, *.wmv, *.mp4, *.3gp

To open Pictures & Videos

- Tap **Start > Programs > Pictures & Videos**.

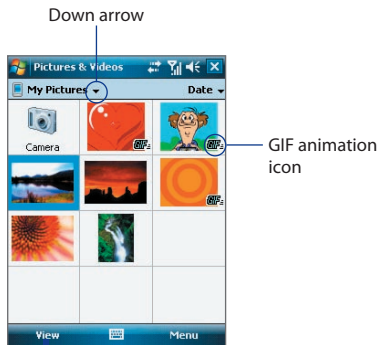
To copy media files to your device

- Copy pictures and GIF animation files from your PC or a storage card to the My Pictures folder on your device.
- Copy video files to the My Videos folder.

For more information about copying and managing files on your device, see Chapter 10.


To view pictures

1. The images in the My Pictures folder appear as thumbnails by default.
2. Select a picture and tap **View**. If you cannot find a picture in the default My Pictures folder, go to another folder by tapping the Down arrow (▼).




Tap to view the selected image.

To play GIF animation files

1. Select a GIF animation file (marked with a  icon) and tap **View**.
2. The GIF Animation program then opens and plays the animation.

To play videos with audio

1. By default, the contents of the My Pictures folder will be shown.
2. To find the video clips that you captured, tap the down arrow (▼) next to the My Pictures folder and tap **My Documents > My Videos**. Video clips are displayed as thumbnails by default, which appear with a media icon (.
3. Tap to select a video and play it in Windows Media Player Mobile.

To view slide shows

You can view your pictures as a slide show on your device. Pictures are shown in full-screen view with 5-second interval between slides.

- On the Pictures & Videos screen, tap **Menu > Play Slide Show**.

Note You can specify how pictures are scaled to optimize their display in a slide show. Tap **Menu > Options**, then tap **Portrait pictures** or **Landscape pictures** on the **Slide Show** tab.

Tap anywhere on the screen to display the Slide Show toolbar, which you can use to stop or pause the slide show, rotate the view, and more. Press NAVIGATION right or left to move forward or backward through the slides.

To sort pictures and video clips

- On the Pictures & Videos screen, tap the sort list (labeled **Date** by default), and select how you want to sort (by **Name**, **Date**, or **Size**).

To delete a picture or video clip

- Select a picture, GIF animation, or video clip on the Pictures & Videos screen, and tap **Menu > Delete**; or
- Tap and hold the thumbnail, then tap **Delete**.

To edit a picture

You can rotate, crop, and adjust the brightness and color contrast of your pictures.

1. On the Pictures & Videos screen, tap the picture you want to edit.
2. Tap **Menu > Edit**, and do any of the following:
 - To rotate a picture 90 degrees clockwise, tap **Rotate**.
 - To crop a picture, tap **Menu > Crop**. Next, tap and drag to select the area to crop. Tap inside the box to crop, or tap outside the box to cancel cropping.
 - To adjust the brightness and contrast levels of a picture, tap **Menu > Auto Correct**.

Note To undo an edit, tap **Menu > Undo**. To cancel all unsaved edits you made to the picture, tap **Revert to Saved**.

To set a picture as the Today screen background

1. On the Pictures & Videos screen, select the picture you want to set as the background.
2. Tap **Menu > Set as Today Background**.
3. In **Transparency level**, select a higher percentage for a more transparent picture, or a lower percentage for a more opaque picture.
4. Tap **OK**.

To send via picture message or e-mail

1. First, set up Messaging to send and receive messages.
2. On the Pictures & Videos screen, select the item you want to send.
3. Tap **Menu > Send**, and select an account to send the item.
4. A new message is created with the item included.
5. Enter the recipient name and subject, and tap **Send**.

Notes

- Pictures and video clips are saved automatically before they are sent.
- Tap **Menu > Beam** to beam a selected media file using Bluetooth.

To assign pictures to contacts

You can assign a picture to a contact so that you can easily identify the contact at any point of time.

1. On the Pictures & Videos screen, select the picture you want to assign to a contact.
2. Tap **Menu > Save to Contact**.
3. Tap the contact, or navigate and tap **Select** to choose the contact from your Contacts list.

To customize more image settings

1. On the Pictures & Videos screen, select the picture for which you want to configure further settings.
2. Tap **Menu > Options**. The Options screen appears, allowing you to:
 - Resize a picture so that it can be sent faster through e-mail.
 - Set the direction of rotation for the Rotate function.
 - Configure the view settings during slide shows and activate screensaver options.

12.3 Windows Media® Player Mobile

You can use Windows Media® Player Mobile to play digital audio and video files that are stored on your device or on a network, such as on a web site. The following file formats are supported by Windows Media Player Mobile:

Video File Formats Supported	File Extensions
Windows Media Video	.wmv, .asf
MPEG4 Simple Profile	.mp4
H.263	.3gp
Motion JPEG	.avi
3GPP2	.3g2

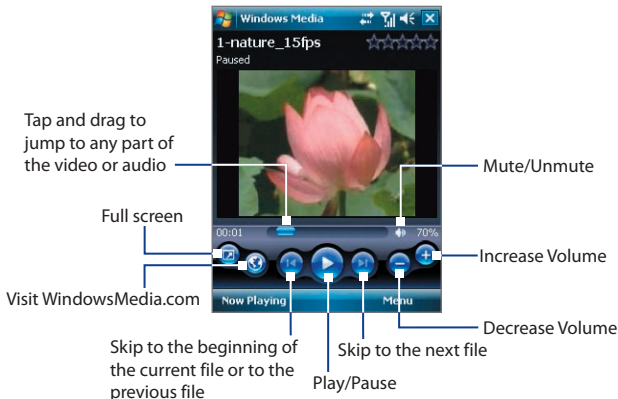
Audio File Formats Supported	Video File Formats Supported
Windows Media Audio	.wma
MP3	.mp3
MIDI	.mid, .midi, .rmi
AMR Narrow Band	.amr
AMR Wide Band	.awb
AAC	.m4a
3GPP2	.gcp

To open Windows Media Player Mobile

- Tap **Start** > **Programs** > **Windows Media**.

About the controls

The following are available controls on the Windows Media Player Mobile.



About the screens and menus

Windows Media Player Mobile has three primary screens:

- **Playback screen.** The default screen that displays the playback controls (such as Play, Pause, Next, Previous, and Volume) and the video window. You can change the appearance of this screen by choosing a different skin.
- **Now Playing screen.** The screen that displays the Now Playing playlist. This special playlist indicates the current file being played and any files that are “queued up” to play next.
- **Library screen.** The screen that lets you quickly find your audio files, video files, and playlists. It contains categories such as My Music, My Videos, My TV, and My Playlists.

At the bottom of each screen, you can open a **Menu**. The commands on this menu vary, depending upon which screen you are viewing. For more information about the commands in these menus, see Help on your device.

About licenses and protected files

Some media files have associated licenses that protect them from being unlawfully distributed or shared. To copy a protected file from your PC to your device, use the Windows Media Player on your PC to synchronize the file to your device. This will ensure that the license is copied along with the protected file. For more information about synchronizing files to your device and other mobile devices, see the Windows Media Player Help.

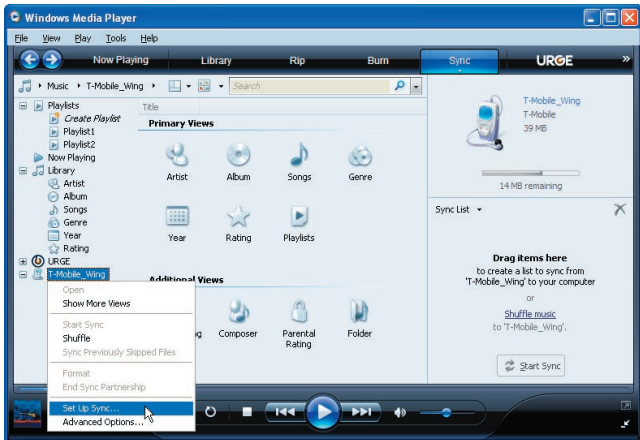
Note You can view the protection status for a file by checking its file properties (tapping **Menu > Properties**).

Synchronize video and audio files

Install Microsoft Windows Media Player 11 on your PC to synchronize digital media files from your PC to your device. This ensures that protected files and album art (for skins) are copied to your device correctly.

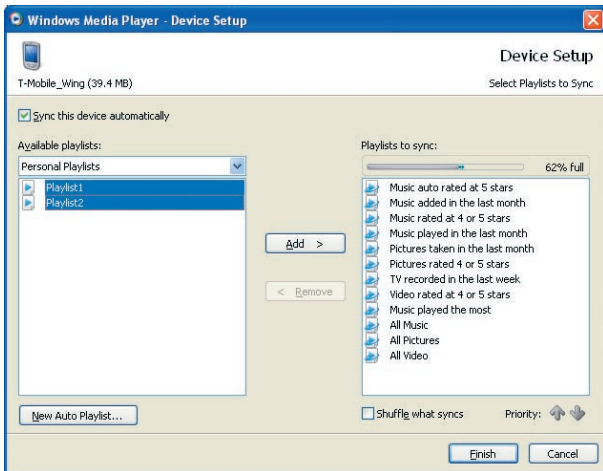
To synchronize content to your device automatically

1. On your PC, start Windows Media Player and then connect your device to your PC.
2. In the Device Setup Wizard, select **Yes, Search my computer now**.
3. The Device Setup Wizard then shows the device name (or shows "Storage Card" if you have inserted one on your device). Click **Finish**.
4. On the leftmost pane of Windows Media Player, right-click your device then click **Set Up Sync**.



Note You can also sync your storage card if you have one installed on your device. To set up media synchronization, right-click **Storage Card** then click **Set Up Sync**.

5. On the Device Setup dialog box, select **Sync this device automatically**.
6. If you created your own playlists, select your desired playlist(s) from the list box at the left, then click **Add** to add them to the list of playlists to sync on the right.



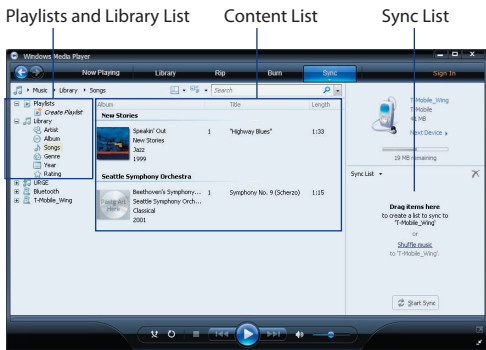
7. Click **Finish**.

The files begin synchronizing to your device. The next time you connect your device to your PC while Windows Media Player is running, synchronization will start automatically.

See “Play media” for instructions on how to play media files.

To synchronize content manually to your device

1. If you have not set up synchronization between your device and PC, follow steps 1 to 3 in “To synchronize content to your device automatically”.
2. Click the **Sync** tab on the Windows Media Player of your PC. Select a Playlist or a Library on the left panel of the Windows Media Player.
3. From the Content List, drag the media files that you want to sync to your device and drop them to the Sync List.



4. Click **Start Sync** to start synchronizing the selected files to your device.

- Notes**
- Use Windows Media Player 11 or higher on your PC to synchronize media files to your device.
 - Audio files copy faster if Windows Media Player is configured to automatically set the quality level for audio files copied to your device. For more information, see the Windows Media Player Help.

Play media

Use the library on Windows Media Player Mobile to find and play songs, videos, and playlists that are stored on your device or removable storage card.

To update the Library

You need to update the Library in Windows Media Player Mobile first before you can view and play media on your device.

1. Tap **Start > Programs > Windows Media**.
2. On the Library screen, tap **Menu > Update Library** to update the library list.

Tip If you do not see the Library screen when you open Windows Media Player Mobile, tap **Menu > Library** to go to the Library.

3. Tap **Done**.

To play video and audio files on your device

1. Select a category (for example, My Music or My Playlists).
2. Tap and hold the item that you want to play (such as a song, album, or artist name), then tap **Play**.

- Tips**
- To play a media file that is stored on your device but is not in a library, on the Library screen, tap **Menu > Open File**. Tap and hold the item that you want to play (such as a file or a folder), then tap **Play**.
 - To play a media file from the Internet or a network server, tap **Menu > Library** then tap **Menu > Open URL**.

Playlists

A playlist is a list of digital media files that play in a specified order. By using playlists, you can group audio and video files together for convenient playback.

In Windows Media Player on your PC, you can create playlists and synchronize them with your device.

In Windows Media Player Mobile on your device, playlists are available in the Library under the My Playlists category. There is also a temporary playlist, called Now Playing, which lists the currently playing file, as well as any files that have been queued up to play next. You can create a new

playlist on your device by saving the current Now Playing playlist and by giving it a new name.

To save a new playlist

1. If you are not on the Library screen, tap **Menu > Library**.
2. Tap to select a category (for example, My Music or My Playlists).
3. Select a media file that you want, then tap **Menu > Queue Up**. This adds the file to the Now Playing list.

Repeat this step until you have added all desired media files to the Now Playing list.

Note You cannot select multiple files simultaneously.

4. After adding the media files, tap **Menu > Now Playing**.
5. On the Now Playing screen, tap **Menu > Save Playlist**.
6. Enter the playlist name then tap **Done**.
7. To play back the playlist you created, tap My Playlists in the Library, select your playlist, then tap **Play**.

Troubleshooting

If you encounter a problem while using the Windows Media Player Mobile, a number of resources are available to help you troubleshoot the issue.

For more information, see the Troubleshooting Windows Media Player Mobile page at the Microsoft Web site (<http://www.microsoft.com/windows/windowsmedia/player/windowsmobile/troubleshooting.aspx>).

Chapter 13

Managing Your T-Mobile Wing

13.1 Adding and Removing Programs

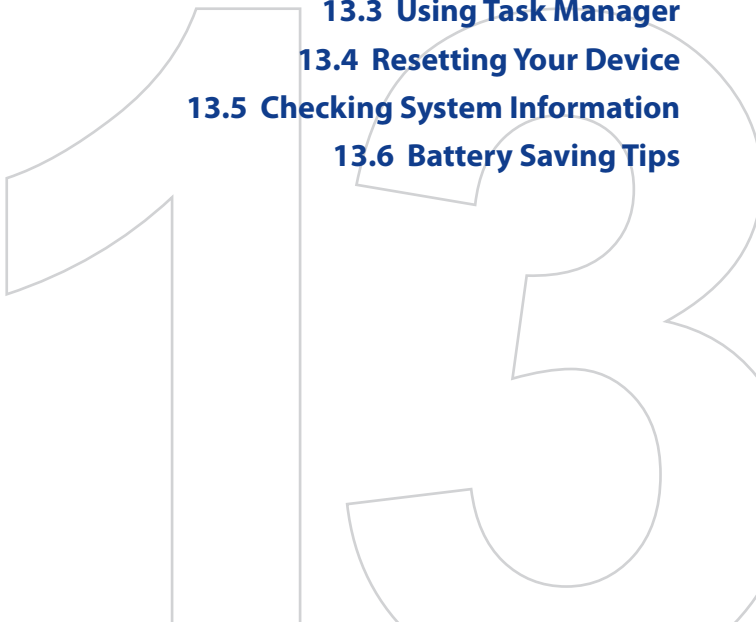
13.2 Managing Memory

13.3 Using Task Manager

13.4 Resetting Your Device

13.5 Checking System Information

13.6 Battery Saving Tips



13.1 Adding and Removing Programs

Before you purchase additional programs for your device, make sure that they are compatible with your device.

To add programs

1. Download the program to your PC (or insert the CD or disk that contains the program into your PC). You may see a single ***.exe** file, a ***.zip** file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select a program designed for your device and processor type.
2. Read any installation instructions or documentation that comes with the program. Many programs provide special installation instructions.
3. Connect your device to the PC.
4. Double-click the ***.exe** file.

To remove programs

You can remove the preinstalled programs that are in the **Remove Programs** list of your device. Programs that you installed can also be removed.

1. Tap **Start > Settings > System tab > Remove Programs**.
2. In the **Programs in storage memory** list, select the program you want to remove, and tap **Remove**.
3. Tap **Yes**. If another confirmation message appears, tap **Yes** again.

Note You will need to perform a hard reset or clear storage of your device to install back the preinstalled programs that were in the Remove Programs list.

13.2 Managing Memory

You may need to stop a program if it becomes unstable or the program memory is low.

To see how much memory is available

- Tap **Start > Settings > System tab > Memory**.
- On the **Main** tab, the amount of memory allocated to file and data storage versus program storage is displayed, as well as the amount of memory in use versus the available memory.

To see available storage card memory

You can see how much memory is available on a storage card that is inserted in your device.


1. Tap **Start > Settings > System tab > Memory**.
2. Tap the **Storage Card** tab.

To free up program memory

Try the following to free memory on your device:

- Close programs you are not currently using.
- Move e-mail attachments to a storage card.
- Move files to a storage card. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Cut**. Browse to the storage card folder and tap **Menu > Edit > Paste**.
- Delete unnecessary files. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Delete**.
- Delete large files. To find your largest files, tap **Start > Programs > Search**. In the **Type** list, tap **Larger than 64 KB**, and tap **Search**.
- In Internet Explorer Mobile, delete temporary Internet files and clear history information. For more information, see “Internet Explorer® Mobile” in Chapter 11.
- Remove programs you no longer use.
- Reset your device.

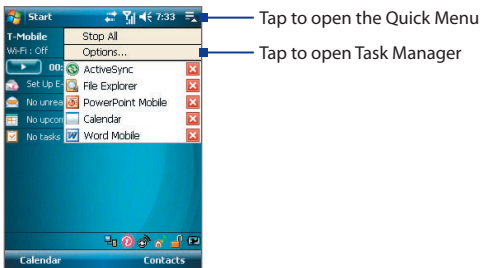
13.3 Using Task Manager

Task Manager lets you view and stop running programs, configure the  button, and enable the Quick Menu on the Today screen.

To open Task Manager

Do one of the following:

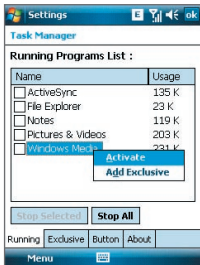
- Tap the **Quick Menu** button on the top right corner of the Today screen to open the Quick Menu, then tap **Options**.



- Tap **Start > Settings > System tab > Task Manager**.


To switch back to a running program

- Tap the program name in the Quick Menu; or
- On the Task Manager screen, tap the program name in the **Running** tab, then tap **Activate**.



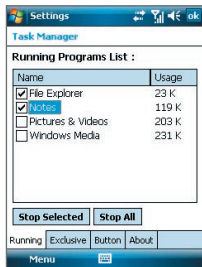
To close running programs

You can close running programs either from the Quick Menu or the Task Manager.

In the Quick Menu, simply tap  that appears next to the program that you want to close.

In Task Manager:

1. Tap the **Running** tab.
2. Do one of the following:
 - Select the check box of the programs that you want to close, and then tap **Stop Selected** to close them.
 - Tap **Stop All** to close all programs in the list.
 - Tap **Menu > Stop All but Selected** to close all programs except for those whose check boxes are selected.

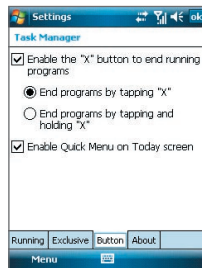


To configure the Exit () button

You can configure the **Exit** button to shut down running programs when the button is tapped, or to just temporarily close the program screen but keep the program running. To do this, tap the **Button** tab on the Task Manager screen, then either select or clear the **Enable the "X" button to end running programs** check box.

To show or hide the Quick Menu from the Today screen

1. On the Task Manager screen, tap the **Button** tab.
2. Select or clear the **Enable Quick Menu on Today screen** check box.

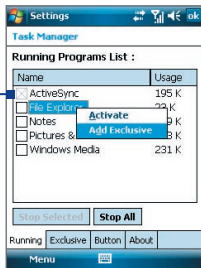


To add a running program to the exclusive list

If you add a running program to the **Exclusive Programs List**, it will not be closed when you tap **Stop Selected** or **Stop All** and will not be listed in the Quick Menu on the Today Screen.

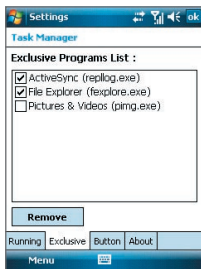
1. On the Task Manager screen, tap the **Running** tab.
2. Tap the program name in the list, then tap **Add Exclusive**.

An "X" mark here indicates that the program has been added to the Exclusive Programs List.



To remove a program from the exclusive list

1. Tap the **Exclusive** tab.
2. Select the check box of the program you want to remove from the list.
3. Tap **Remove**.



To check available memory while in Task Manager

- Tap **Menu > Memory**.

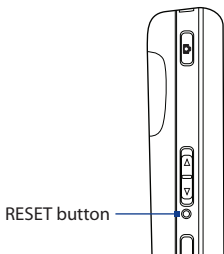
13.4 Resetting Your Device

Soft reset

Occasionally, you may need to reset your device. A soft (or normal) reset of your device clears all active program memory and shuts down all active programs. This can be useful when your device is running slower than normal, or a program is not performing properly. A soft reset is also necessary after the installation of some programs. If a soft reset is performed when programs are running, unsaved work will be lost.

To perform a soft reset

- Use the stylus to press the RESET button found on the middle left side of your device. Your device restarts and displays the Today screen.



Hard reset


You can also perform a hard reset (also known as a full reset). A hard reset should be performed only if a normal reset does not solve a system problem. After a hard reset, the device is restored to its default settings - the way it was when you first purchased it and turned it on. Any programs you installed, data you entered, and settings you customized on your device will be lost. Only Windows Mobile software and other pre-installed programs will remain.

To perform a hard reset

1. Press and hold the left SOFT KEY and the right SOFT KEY, and at the same time, use the stylus to press the RESET button at the middle left side of your device.

2. Release the stylus, but continue pressing the two SOFT KEYS until you see the following message on the screen:

```
This operation will delete
all your personal data,
and reset all settings
to manufacturer default.
Press Send to restore
manufacturer default, or
press other keys to cancel.
```

3. Release the two SOFT KEYS, and then press the  button on your device.

Warning! Your device will be set back to factory default settings. Please ensure any additional installed programs and/or user data have been backed up before a hard reset is performed.

Clear Storage

Another way of clearing the device storage and reset all settings back to factory default settings is to use the **Clear Storage** feature. You will lose all your data and files on the device storage when you use Clear Storage, so make sure to do a backup first.

1. Tap **Start > Settings > System tab > Clear Storage**.
2. Enter “1234” then tap **Yes**.

13.5 Checking System Information

If you want to find out about technical details of your device such as the type or speed of the processor, memory size, etc., you can check under Settings for device information.

To find the operating system version number

- Tap **Start > Settings > System tab > About**.

The version of the operating system on your device is shown near the top of the About screen.


To get detailed device information

- Tap **Start > Settings > System** tab > **About**.

The **Version** tab displays important device information, including the type of processor and the amount of memory that is installed.

13.6 Battery Saving Tips

How long your battery power lasts depends on battery type and how you use your device. Try the following to help preserve battery life:

- When the device is not in use, press **POWER** to switch off the display.
- Tap the **Battery** icon () on the Today screen. On the **Advanced** tab of the **Power** settings screen, you can specify when your device automatically turns off the display to conserve battery power. For optimum conservation, specify 3 minutes or less.
- Use the AC adapter to plug your device into external power whenever possible, especially when using a storage card or when using a modem or other peripherals.
- Adjust the backlight settings. For more information, see “To set the backlight to dim after a time delay” in Chapter 4.
- When you know you are out of range of your Wi-Fi networks, turn Wi-Fi off. Searching for networks consumes a lot of power. For more information about Wi-Fi, Chapter 11.
- Turn Bluetooth off when you are not using it. Make your device visible to other devices only when you are trying to establish a Bluetooth partnership. For more information about Bluetooth, see Chapter 11.
- Lower the volume.
- Close battery-intensive programs, such as the Camera, when you are done using them. Make sure the programs are ended and are not continuously running in the background.

Chapter 14

Using Other Applications

14.1 Voice Command

14.2 Java Applications



14.1 Voice Command

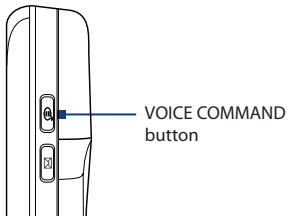
Voice Command lets you make phone calls, open programs, play back music, get calendar information, and more, just by using your voice. It only responds to a set of predefined commands and does not allow you to record your own commands.

This section gives a few examples on how to use Voice Command. For more information, see Voice Command Help. To access the Help, tap **Start > Settings > Personal tab > Voice Command** then tap **Start > Help**.

To use Voice Command

1. Hold your device a few inches away from your mouth.
2. Press then release the VOICE COMMAND button that is located on the upper right side of your device.

You will then hear a sound, and you will see a **Microphone** icon on the title bar.



3. In a clear voice, say a command. For example, say **"Help"** to ask for information about using Voice Command.
4. Voice Command then asks you a question. Speak out your answer.

To place a call

You can call contacts that are stored on your device or SIM card, dial a phone number, redial, and place a return call.

1. Press then release the VOICE COMMAND button.
2. In a clear voice, say one of the following commands:
 - **"Call [contact name]"** to call a device contact or SIM contact.
 - **"Dial [number]"** to dial a phone number.
 - **"Redial"** to repeat the last call made.
 - **"Callback"** to return the last call received.

- “**Call** [contact name] at [location]” to call a contact at a specific number. For example, say:

“**Call Ann at mobile**”

“**Call Ann at home**”

“**Call Ann at work**”

3. Voice Command will then confirm with you the contact or number to call. Say “**Yes**” or “**Correct**.”

Note If Voice Command is wrong about the contact or number to call, say “**No**” or “**Incorrect**” to try again.

4. Your device starts to call the contact or number.

To open a program

1. Press then release the VOICE COMMAND button.
2. In a clear voice, say “**Start**”, “**Open**”, or “**Show**” then the program name.

To request information from your calendar

1. Press then release the VOICE COMMAND button.
2. In a clear voice, ask for the information you want to retrieve. For example, say:

“**What’s my next appointment?**”

“**What’s my next meeting?**”

“**What’s my schedule tomorrow?**”

To request for date and time

1. Press then release the VOICE COMMAND button.
2. In a clear voice, say “**What date is it?**”
3. Voice Command then tells you the current date.
4. Press the VOICE COMMAND button again.
5. Say “**What time is it?**”
6. Voice Command then tells you the current time.

To use Voice Command with a Bluetooth headset

1. Make sure that both your device and the Bluetooth headset are turned on, set to visible mode, and a Bluetooth partnership is created. See “Connect a Bluetooth hands-free or stereo headset” in Chapter 11 for details.
2. You can then activate Voice Command from your Bluetooth headset by pressing the VOICE DIAL button on the Bluetooth headset.

14.2 Java Applications

MIDlets are Java applications such as games and tools that can run on mobile devices, while a MIDlet suite is a collection of one or more MIDlets. The **Java Applications** program lets you download, install and manage MIDlets or MIDlet suites on your device. Your device supports Java 2 Micro Edition, J2ME.

To open the Java program

- Tap **Start > Programs > Java Applications**.

Install and launch MIDlets/MIDlet suites

There are several ways to install a MIDlet/MIDlet suite.

To download and install from a URL address

1. Tap **Menu > Install > URL**.
2. Tap **Menu > Add**.
3. Enter a descriptive name for the web page.
4. Enter the URL address from where to download. The web page must contain links to .jad or .jar files.
5. Tap **OK**. The name of the web page you specified will then be listed on the screen.
6. Tap the name of the web page, or tap **Go**.
7. The program will then retrieve the links and display the file names of MIDlets/MIDlet suites. Select a file name then tap **Install**.

To download and install via Internet Explorer Mobile

1. Tap **Menu > Install > Browser** to open Internet Explorer Mobile.
2. Locate the MIDlet/MIDlet suite while connected to the Internet.
3. Select the MIDlet/MIDlet suite to download.
4. Information about the MIDlet/MIDlet suite is then displayed. Tap **Continue**.
5. Confirm to start downloading.
6. Select **<root>** or a folder where to install the MIDlet suite to, then tap **OK**.

To install from your device

You can copy MIDlets/MIDlet suites from the PC to your device using the USB sync cable or Bluetooth connection. Copy them to the root folder or any subfolder on your device.

1. Tap **Menu > Install > Local Files**. The program then searches for MIDlets/MIDlet suites on your device and displays them in a list.
2. From the list, tap the MIDlet/MIDlet suite that you want to install.
3. Confirm to start the installation.
4. Select **<root>** or a folder where to install the MIDlet suite to, then tap **OK**.

To run a MIDlet/MIDlet suite

Do one of the following:

- After installation of the MIDlet/MIDlet suite is complete, tap **Yes**.
- On the Java screen, open the folder that contains the MIDlet/MIDlet suite. Select the MIDlet/MIDlet suite then tap **Launch**.

To stop running a MIDlet/MIDlet suite

Tap **Exit** or **Quit** if presented on the MIDlet/MIDlet suite's screen or menu.

Manage MIDlets/MIDlet suites

You can organize MIDlets/MIDlet suites into folders for easy identification, move them from one folder to another, rename or update them, and more. If the device memory is full, uninstall some MIDlets/MIDlet suites to free up memory space.

To create folders

1. Tap **Menu > New Folder**.
2. Enter a folder name then tap **Create**.

To move a MIDlet to another folder

1. Tap and hold a MIDlet/MIDlet suite then tap **Move**. Alternatively, you can tap **Menu > Actions > Move**.
2. Tap the destination folder.

To rename a MIDlet or folder

1. Tap and hold a MIDlet/MIDlet suite then tap **Rename**. Alternatively, you can tap **Menu > Actions > Rename**.
2. Enter a new name, then tap **Save**.

To update a MIDlet/MIDlet suite

Tap and hold a MIDlet/MIDlet suite then tap **Update**. Alternatively, you can tap **Menu > Actions > Update**.

Java will search for updates for the selected MIDlet/MIDlet suite where it was installed from before.

To view information about a MIDlet/MIDlet suite

- Tap **Menu > Actions > Info**.
- If the MIDlet/MIDlet suite is protected by DRM (Digital Rights Management), tap **Menu > Actions > Protection** to view status and usage rights.

To uninstall MIDlets

Before you uninstall a MIDlet, make sure that it is not running.

1. Tap and hold the MIDlet, and tap **Uninstall**.
2. Tap **OK** to confirm.

Note To uninstall all MIDlets and folders from the current folder, tap **Menu > Uninstall All**.

Appendix

A.1 Specifications

A.2 Regulatory Notices

A.1 Specifications

System Information	
Processor	TI's OMAP™ 850, 201 MHz
Memory	<ul style="list-style-type: none"> - ROM : 128 MB - RAM : 64 MB SDRAM - Free memory: 26 MB - Available program storage: 16 MB (variable, depending on installed applications) <p>(The first two figures above are the total ROM and RAM memory available for use and storage. Since the memory is shared by the Operating System, applications, and data, the actual available memory is less than what is written).</p>
Operating System	Windows Mobile® 6 Professional
Power	
Battery	Rechargeable Lithium-ion polymer battery, 1130 mAh
Charging Time	Up to 4 hours
Battery Life (estimates)	<p>Standby time: Up to 150 - 200 hours for GSM</p> <p>Talk time (Screen off): Up to 3.5 - 5 hours for GSM</p> <p>Media playback time: Up to 8 hours (WMV); Up to 12 hours (WMA)</p>
AC Adapter	Voltage range/frequency: 100 - 240V AC, 50/60 Hz DC output: 5V and 1A
Display	
LCD Type	2.8" transfective TFT-LCD with backlight LEDs, touch-sensitive screen
Resolution	240 x 320 with 65,536 colors
Alignment	Portrait and Landscape
GSM / GPRS / EDGE Module	
Functionality	Quad-band (850, 900, 1800, and 1900)
Internal Antenna	Yes
Physical	
Dimensions	4.2913" (L) x 2.3228" (W) x 0.7087" (T)

Weight	0.37 lb. / 168g (with battery)
Camera Module	
Type	2 Megapixel color CMOS camera
Resolution	Photo: 1600x1200 (UXGA), 1280x960 (SXGA), 640x480 (VGA), 320x240 (QVGA), 160x120 (QQVGA) Video: 176x144 (QCIF), 128x96
Digital Zoom	Up to 10X
Connections	
I/O Port	HTC ExtUSB™: an 11-pin mini-USB and audio jack in one (ExtUSB is a proprietary connection interface that is trademarked by HTC).
Car Antenna Connector	Yes
Wireless Connections	Bluetooth 2.0, Wi-Fi (IEEE 802.11 b/g)
Controls and Lights	
Buttons	<ul style="list-style-type: none">• 5-way NAVIGATION Control• Three program buttons : Voice Command, Messaging, and Camera• Two phone functions : TALK and END• START button• OK button• Two SOFT KEYS• POWER button• RESET button
Hardware Keyboard	QWERTY keyboard with two additional SOFT KEYS.
LEDs	<p>The left (bi-color) LED shows Green and Amber lights for GSM/GPRS/EDGE standby, message, and network status as well as for notification and battery charging status.</p> <p>The right LED shows a flashing Blue light when the Bluetooth system is powered up and ready to transmit Bluetooth radio signal, and a blinking Green light for Wi-Fi status. When both Bluetooth and Wi-Fi are enabled, their lights blink alternately.</p>

Audio**Audio Controller** AGC**Microphone/
Speaker** Built-in/Dual, Hands-free**Headphone** AMR/AAC/WAV/WMA/MP3 codec**Expansion Slots****Card Slot** microSD™ (SD 2.0 compatible)

A.2 Regulatory Notices

Agency identification numbers

For regulatory identification purposes, your product (Pocket PC Phone) is assigned a model number of HERA110. The Battery Pack has been assigned a model number of HERA160.

To ensure continued reliable and safe operation of your device, use only the accessories listed in this document.

Note This product is intended to be used with a certified class 2 limited power source, rated 5 volts DC, maximum 1A power supply unit.

Federal Communications Commission Notice

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or TV reception, which can be determined by turning the equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio or television technician for help.

- The FCC requires the user to be notified that any changes or modifications made to the device that are not expressly approved by High Tech Computer Corporation may void the user's authority to operate the equipment.

Important safety information

Retain and follow all product safety and operating instructions. Observe all warnings on the product and in the operating instructions.

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment, observe the following precautions.

Safety precautions for RF exposure

Use only original manufacturer-approved accessories, or accessories that do not contain any metal.

Use of non-original manufacturer-approved accessories may violate your local RF exposure guidelines and should be avoided.

Heed service markings

Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside these compartments should be done by an authorized service technician or provider.

Damage requiring service

Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:

- Liquid has been spilled or an object has fallen into the product.
- The product has been exposed to rain or water.
- The product has been dropped or damaged.
- There are noticeable signs of overheating.
- The product does not operate normally when you follow the operating instructions.

Avoid hot areas

The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.

Avoid wet areas

Never use the product in a wet location.

Avoid pushing objects into product

Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.

Mounting accessories

Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer. Do not place the product with an unstable base.

Use product with approved equipment

This product should be used only with personal computers and options identified as suitable for use with your equipment.

Adjust the volume

Turn down the volume before using headphones or other audio devices.

Cleaning

Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a slightly damp cloth for cleaning, but NEVER use water to clean an LCD screen.

Safety precautions for power supply unit

Use the correct external power source

A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product. **Handle battery packs carefully: This product contains a Lithium-Ion Polymer battery.** There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 140° F (60° C).

Exposure to radio frequency (RF) signals

Your device contains a radio transmitter and receiver. The radiated output power is far below the international radio frequency exposure limits. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on the safety standards previously set by international standards bodies:

- American National Standards Institute (ANSI) IEEE. C95.1-1992
- National Council on Radiation Protection and Measurement (NCRP). Report 86. 1986
- International Commission on Non-Ionizing Radiation Protection (ICNIRP) 1996
- Ministry of Health (Canada), Safety Code 6. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR.

The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in usage. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

Your device has an internal antenna. Use only the supplied integral antenna. Use of unauthorized or modified antennas may impair call quality and damage the phone, causing loss of performance and SAR levels exceeding the recommended limits as well as result in non-compliance with local regulatory requirements in your country.

To assure optimal phone performance and ensure human exposure to RF energy is within the guidelines set forth in the relevant standards; always use your device only in its normal-use position. Do not touch or hold the antenna area unnecessarily when placing or receiving a phone call. Contact with the antenna area may impair call quality and cause your device to operate at a higher power level than needed. Avoiding contact with the antenna area when the phone is IN USE optimizes the antenna performance and the battery life.

SAR Information

SAR: 0.717 W/Kg @1g (FCC)

Telecommunications & Internet Association (TIA) safety information

Pacemakers

The Health Industry Manufacturers Association recommends that a minimum separation of six inches be maintained between a handheld wireless phone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless Technology Research.

Persons with pacemakers:

- Should ALWAYS keep the phone more than six inches from their pacemaker when the phone is turned ON.
- Should not carry the phone in a breast pocket.
- Should use the ear opposite the pacemaker to minimize the potential for interference. If you have any reason to suspect that interference is taking place, turn the phone OFF immediately.

Hearing Aids

Some digital wireless phones may interfere with some hearing aids. In the event of such interference, you may want to consult your service provider, or call the customer service line to discuss alternatives.

Other Medical Devices

If you use any other personal medical device, consult the manufacturer of your device to determine if they are adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn the phone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

Other tips and cautions

- Avoid using the phone near metal structures (for example, the steel frame of a building).
- Avoid using the phone near strong electromagnetic sources, such as microwave ovens, sound speakers, TV and radio.
- Avoid using the phone after a dramatic change in temperature.

Safety Precautions

SAFETY IN AIRCRAFT: This product can cause interference to an aircraft's navigation system and network. In most countries it is against the law to use this product on board an airplane.

ENVIRONMENTAL SAFETY: Do not use this product in gas stations, fuel stores, chemical plants and locations containing explosives.

ROAD SAFETY: Vehicle drivers in motion are not permitted to use handheld telephony services, except in emergency. In some countries, using hands-free devices as an alternative is allowed.

MEDICAL EQUIPMENT SAFETY: This product may cause medical equipment malfunction. In most hospitals or medical centers use of this product is forbidden.

WEEE Notice

The Directive on Waste Electrical and Electronic Equipment (WEEE), which entered into force as European law on 13th February 2003, resulted in a major change in the treatment of electrical equipment at end-of-life.

The purpose of this Directive is, as a first priority, the prevention of WEEE, and in addition, to promote the reuse, recycling and other forms of recovery of such wastes so as to reduce disposal.



The WEEE logo (shown at the left) on the product or on its box indicates that this product must not be disposed of or dumped with your other household waste. You are liable to dispose of all your electronic or electrical waste equipment by relocating over to the specified collection point for recycling of such hazardous waste. Isolated collection and proper recovery of your electronic and electrical waste equipment at the time of disposal will allow us to help conserving natural resources. Moreover, proper recycling of the electronic and electrical waste equipment will ensure safety of human health and environment. For more information about electronic and electrical waste equipment disposal, recovery, and collection points, please contact your local city center, household waste disposal service, shop from where you purchased the equipment, or manufacturer of the equipment.

RoHS Compliance

This product is in compliance with Directive 2002/95/EC of the European Parliament and of the Council of 27 January 2003, on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS) and its amendments.

Index

A

- A2DP 196
- About licenses and protected media 217
- ActiveSync 91
 - Comm Manager 180
 - install and set up 138
 - overview 46
 - synchronise 92
 - synchronize 143
- Add and remove programs 224
- Add attachment to message 129
- Adobe Reader LE 173
 - adjust display size 173
 - change page layout 174
 - exit 174
 - navigate through document 173
 - rotate the view 174
 - search for text in the document 174
- Alarm 85
- Answer/end a call 68
- Appointment search 61
- Assign pictures to contacts 215
- Assign programs or shortcuts to hardware buttons 83
- Attachments 131

B

- Backlight 83
- Basic settings 76
- Battery
 - battery information 32
 - charge battery 34
 - check battery power 37
 - save battery power 186, 231

Beam

- via Bluetooth 197

Block Recognizer 58**Bluetooth**

- Bluetooth Explorer 46, 199
- Bluetooth file sharing 199
- Bluetooth modem 200
- Bluetooth shared folder 199
- hands-free headset 196
- modes 194
- overview 194
- partnership (pairing) 195
- stereo headset 196
- synchronize 94
- turn on and off 180
- visible 194, 195

Bluetooth Explorer 46**Burst capture mode 203****C**

- Calculator 46
- Calendar 45, 108
- Calendar search 61
- Calibration 36
- Camera 46
 - capture modes 202, 203
 - controls 203
 - file formats 203
 - icons 203
 - specifications 241
- Camera settings 208
- Change
 - screen text size 83
- Clock & Alarms 49, 76
- Comm Manager 51, 180
- Compose messages 129

Conference call 69
 Connect device to Internet
 - set up dial-up connection to ISP 188
 - set up GPRS connection 186
 - start a connection 189
 Connect to Internet 181
 Contacts 46, 98
 Contacts Picture capture mode 203
 Contacts search 61
 Cookies 192
 Copy
 - contacts to SIM card 103
 - media files from PC to device 218
 - SIM contacts to device 103
 Copy and manage files 175
 Customize
 - Start menu 79
 - Today screen 77

D

Delete pictures and videos 213
 Device ID 82
 Device name 82
 Dial-up 188
 Dial-up to ISP 188
 Digitally sign messages 152, 154
 Digital Rights Management (DRM) 217
 Digital signature
 - verify 153
 Dimensions and weight 240
 Direct Push 144, 180
 Disconnect data services 180
 Download messages 132
 Draw 114

E

E-mail 47
 - search 61
 - security 152
 - settings (POP3/IMAP4) 133
 EDGE 186
 Edit picture 214
 Emergency call 73
 Emoticon 125
 Encrypt messages 152, 154
 Excel Mobile 45, 171
 Exchange Server
 - schedule synchronization 144
 Exclude e-mail address when replying to all 134

F

Favorites (Internet Explorer) 190
 File Explorer 46
 Find
 - device information 231
 - operating system version number 230
 Find contact
 - online 150
 - on device 101
 Forward message 131

G

Games 46
 GIF animation 213
 GPRS 186

H

- Handango InHand 46
- Hard reset 229
- Help 45
- Help search 61
- Home page (Internet Explorer) 190
- HotSpot Login 47

I

- IMAP4 128
- Input methods
 - Block Recognizer 58
 - Keyboard 57
 - Letter Recognizer 57
 - Symbol Pad 60
 - Transcriber 58

Input Panel 56

International call 73

Internet 181

Internet Explorer Mobile 45, 190

Internet security settings 192

Internet Sharing 192

J

Java

- create folders 238
- install MIDlets/MIDlet suites from device 237
- install MIDlets/MIDlet suites from Internet 236, 237
- manage MIDlets/MIDlet suites 237
- move MIDlet to another folder 238
- overview 47, 236
- rename MIDlet or folder 238

- uninstall MIDlets 238
- update a MIDlet/MIDlet suite 238

K

Keyboard

- Hardware (QWERTY) Keyboard 54
- on-screen 57
- shortcuts 135

Keypad tone 80

L

Letter Recognizer 57

Library screen (Windows Media Player
Mobile) 217

Live Messenger 162

Live Search 47, 166

M

Mail search 61

Make call

- from Call History 67
- from Contacts 66
- from Phone program 66
- from SIM Manager 68
- from Speed Dial 67

Memory 225, 240

Messaging 120

- overview 45

Messenger 47

MIDlet/MIDlet suite 236

MMS 123

- add audio clip 125
- add photo/video 123
- add text 125
- create and send 123

- reply message 126
- view message 126

MMS Video capture mode 203

Music Player 44

Mute 70

myFaves 47

N

Notes 47, 61, 113

Notes search 61

Now Playing screen (Windows Media
Player Mobile) 217

O

Open PDF file 173

Outlook E-mail 127

P

Password 81

Phone 47, 64, 66

Phonebook 98

Phone services 80

Phone settings 79

Photo capture mode 203

Pictures & Videos

- assign pictures to contacts 215
- delete 213
- edit picture 214
- file formats 212
- overview 47
- play GIF animation 213
- play videos 213
- sort 213
- view pictures 212
- view slideshows 213

Picture messages 123

Picture Theme capture mode 203

PIN 81

Playback screen (Windows Media
Player Mobile) 217

Playlists 221

Play GIF animation 213

Play media 221

Play videos 213

Pocket MSN 45

POP3 128

PowerPoint Mobile 172

Put call on hold 69

R

Receive call 68

Record voice 115

Regional settings 77

Regulatory notices 243

Reply message 131, 134

Reply MMS 126

Reset

- hard reset 229

- soft reset 229

Review screen (Camera) 207

Ringer 180

Ring tone 79

Ring type 79

S

Save picture from Web page 191

Search 47, 61

Secure/Multipurpose Internet Mail
Extension (S/MIME) 152

Security settings (Internet Explorer)
192

- Send messages 129
- Send pictures and videos via e-mail 214
- Settings 76, 82
- Settings (Connections tab)
 - Beam 51
 - Bluetooth 51
 - Connections 51
 - CSD Line Type 51
 - GPRS Setting 51
 - USB to PC 51
 - Wi-Fi 51
 - Wireless LAN 51
- Settings (Personal tab)
 - Buttons 48
 - Input 48
 - Keyboard Sliding Sound 48
 - Lock 48
 - Menus 48
 - Owner Information 48
 - Phone 48
 - Sounds & Notifications 48
 - Today 49
- Settings (System tab)
 - About 49
 - Backlight 49
 - Certificates 49
 - Clear Storage 49
 - Clock & Alarms 49
 - Device Information 49
 - Encryption 49
 - Error Reporting 49
 - External GPS 50
 - Key Lock 50
 - Memory 50
 - Microphone AGC 50
 - Power 50
 - Regional Settings 50
 - Remove Programs 50
 - Screen 50
 - Task Manager 50
- Set picture as Today screen background 214
- Set Up E-Mail 127
- Set Up E-mail 47
- Shortcuts 135
- SIM card 32
- SIM Manager 103
 - copy contacts to SIM card 103
 - copy SIM contacts to device 103
 - create SIM contact 103
 - make call 68
 - overview 46
- Smart Dialing 70
- SMS 121, 129
- Soft reset 229
- Sounds & Notifications 85
- Speakerphone 69
- Specifications 240
- Speed Dial 67
- Sports capture mode 203
- Start menu 79
- Storage card
 - check available space 225
 - copy files 176
- Swap/switch calls 69
- Synchronize
 - ActiveSync 92
 - change information types 93
 - Outlook information with computer 92
 - schedule synchronization with Exchange Server 144
 - via Bluetooth 94

- Windows Media Player 95
- Windows Media Player Mobile 218

Sync connection problem 94

System information 240

T

T-Mobile

- HotSpot 182
- HotSpot Locator 183
- t-zones 41, 45, 47

t-zones 45, 47

Tasks 47, 111

Tasks search 61

Temporary Internet files (Internet Explorer)

- delete 191

Text messages 121

Text size

- screen 83
- Web pages 191

Today screen 38, 77

Transcriber 58

Troubleshoot Windows Media Player Mobile 222

Turn device on and off 36

Turn phone function on and off 64, 180

U

USB modem 192

USB to PC 94

Using Task Manager 226

V

Verify digital signature 153

Vibrate 65, 180

Vibration 79

Video capture mode 203

View

- MMS 126
- photo slideshows 213
- pictures 212

Voicemail 68

Voice call 66

Voice Command 49, 234

Voice note 115

Voice Notes 116

Voice Notes (Voice Recorder) 47

Volume 65

W

Web

- Handango 46

Web pages

- layout 191
- text size 191

Wi-Fi 180, 181

Windows Live 48, 158

Windows Live Messenger 47

Windows Live Search 166

Windows Media Player Mobile

- file formats 215
- menus 217
- overview 48
- playlists 221
- troubleshoot 222

Windows Mobile Device Center 89

Windows Update 50

Word Mobile 45, 170

Z

ZIP

- create archive 178

- open zip file and extract files 177

- overview 46, 177

Zoom (Camera) 206